



**Defense Finance and Accounting Service (DFAS)
Web Invoicing System (WInS)
User Manual**

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1. OVERVIEW

The Defense Finance and Accounting Service (DFAS)

The Defense Finance and Accounting Service (DFAS) is the financial and accounting branch of the U.S. Department of Defense (DOD). DFAS currently employs approximately 22,000 people in 22 locations. Its monthly business operations average over 12 million disbursements amounting to \$22 billion.

In addition to managing all DOD financial and accounting resources, the DFAS mission is to reduce costs and improve the quality of DOD financial management through the consolidation, standardization, and integration of procedures, operations, and systems. DFAS is under federal mandate to reduce costs and improve customer service through the use of electronic commerce. A key component of the DFAS electronic commerce strategy is to replace paper invoices and vouchers with electronic invoices and vouchers.

DFAS Web Invoicing

Electronic submission of invoices and vouchers requires the use of electronic data interchange (EDI), the computer-to-computer exchange of routine business information in a standard format. EDI is the equivalent of paper documents when doing business with the DOD. Vendors using EDI for invoicing benefit from reduced processing time, reduced supply and postage expense, fewer errors and omissions, increased data accessibility, and reduced submission/payment cycle time.

Using EDI, however, has typically required costly investments in translation software and the services of a value-added network (VAN). The Electronic Commerce Resource Center (ECRC) Technology Development Activity (TDA) was tasked with developing a cost effective EDI solution to enable small- to medium-sized enterprises (SMEs) to submit electronic invoices/vouchers to DFAS.

ECRC TDA developed invoice/voucher entry applications that are accessible via the Internet on the World Wide Web (Web).

An Overview of the DFAS Web Invoicing System (WInS)

To access the DFAS Web Invoicing System (WInS), an Internet Service Provider (ISP) and Internet client software (a “browser”) are required. Once online, a vendor inputs the DFAS WInS Uniform Resource Locator (URL) <https://ecweb.dfas.mil> into the browser to access the DFAS Web site. The vendor enters invoice/voucher information into the screens provided, then submits the invoice/voucher to DFAS.

All processes related to EDI translation and conversion are transparent to the vendor. Additionally, all EDI translations and conversions use security layers that protect the documents from third-party tampering.

Figure 1a depicts the DFAS WInS Technical Diagram.

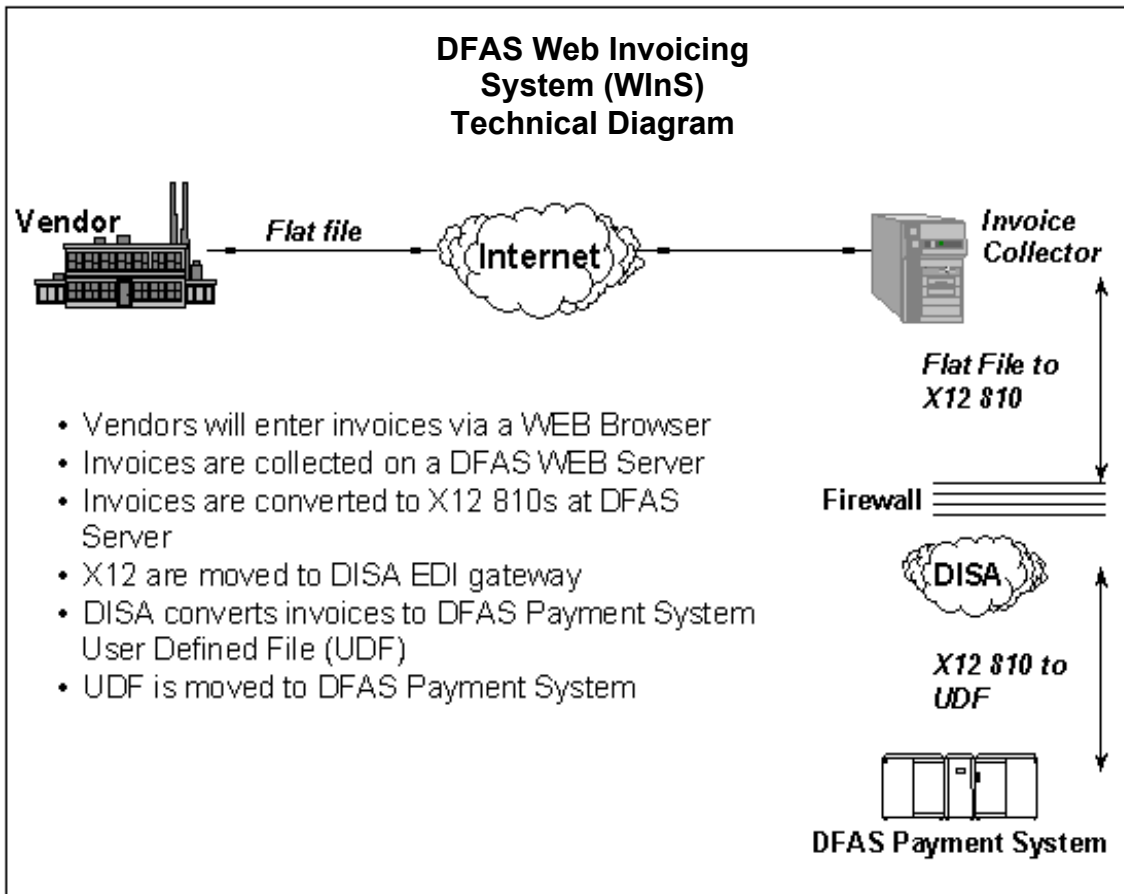


Figure 1a. DFAS Web Invoicing System (WInS) Technical Diagram

In addition to manual entry of data into the DFAS Web site, there are File Transfer Protocol (FTP) batch submission capabilities for several of the invoice types as identified in Appendix A.

The DFAS WInS is administered for DFAS by the Air Force Electronic Commerce Office at Maxwell Air Force Base – Gunter Annex, Montgomery, Alabama. Contact can be made at (334) 416-5845 or (334) 416-2992 or by electronic mail to ecwebadmin@gunter.af.mil.

Presently, the DFAS WInS supports the Mechanization of Contract Administration Services (MOCAS), Standard Automated Material Management System (SAMMS), and Standard Accounting and Reporting System (STARS) payment systems. The long-term goal of DFAS is to incorporate this technology into additional payment systems and additional invoice types. Table 1 depicts the future DFAS WInS capabilities.

TABLE 1. FUTURE DFAS WEB INVOICING SYSTEM (WINS) CAPABILITIES

PAYMENT SYSTEM	DOD ORGANIZATION SUPPORTED	ESTIMATED IMPLEMENTATION DATE
Integrated Accounts Payable System (IAPS)	Air Force Vendor Pay	4th Quarter CY00
Defense Integrated Subsistence Management System (DISMS)	DLA	4th Quarter CY00
Standard Accounting and Reporting System (STARS) Public Vouchers	Navy	4th Quarter CY00
MOCAS Performance Based Progress Payments	All Services/DoD Agencies	1 st Quarter CY01
Defense Procurement Pay System (DPPS) Commercial Invoices, Public Vouchers, Progress Payments	All Services/DoD Agencies	2 nd Quarter CY01

Mechanization of Contract Administration Services (MOCAS)

The Mechanization of Contract Administration Services (MOCAS) pays invoices for hardware supplies as well as for services. MOCAS uses EDI for receipt and storage of commercial invoices, requests for progress payment, and public/cost vouchers.

Table 2 outlines the DFAS payment offices that currently use MOCAS as their administrative and payment system. Vendors currently doing business with any of these payment offices are qualified to use the DFAS WInS.

TABLE 2. MOCAS PAYMENT OFFICES
DFAS-CO MASTER CUSTOMER SERVICE NUMBER

1-800-756-4571

MOCAS PAYMENT OFFICE NAME	MOCAS PAYMENT OFFICE ADDRESS	MOCAS PAYMENT OFFICE DoDAAC	CUSTOMER SERVICE*
North Entitlements	DFAS-CO-JN		Press 1 for all MOCAS Entitlements
Bunker Hill Division	DFAS-CO-JNB	SC1016	then press 1
Minuteman Division	DFAS-CO-JNC	SC1032	then press 1
New Dominion Division	DFAS-CO-JNF	SC1018	then press 1
South Entitlements	DFAS-CO-JS	HQ0338	Press 1 for all MOCAS Entitlements
Capitol Division	DFAS-CO-JSC	HQ0338	then press 2
Chesapeake Division	DFAS-CO-JSD	HQ0338	then press 2
Southeast Division	DFAS-CO-JSA	HQ0338	then press 2
West Entitlements	DFAS-CO-JW	HQ0339	Press 1 for all MOCAS Entitlements
Gulfcoast Division	DFAS-CO-JWA	HQ0339	then press 3
Gateway Division	DFAS-CO-JWB	HQ0339	then press 3
DPRO West Division	DFAS-CO-JWD	HQ0339	then press 3
Santa Ana Division	DFAS-CO-JWT	HQ0339	then press 3
Van Nuys Directorate	DFAS-CO-JWV	HQ0339	then press 3

Standard Automated Materials Management System (SAMMS)

The Standard Automated Materials Management System (SAMMS) entitles invoices generated from Defense Logistics Agency commodity supply center contracts.

Table 3 outlines DFAS paying offices that currently use SAMMS as their payment system. Vendors currently doing business with one of these paying offices are qualified to use the DFAS WInS.

TABLE 3. SAMMS PAYMENT OFFICES

DFAS-CO MASTER CUSTOMER SERVICE NUMBER

1-800-756-4571

SAMMS CONTRACT ISSUING ACTIVITY	SAMMS PAYMENT OFFICE ADDRESS	SAMMS PAYMENT OFFICE DoDAAC	CUSTOMER SERVICE**
Defense Supply Center Columbus (DSCC) -Construction	DFAS-CO-SECC *DFAS-CO-LSCAA	S33181	Press 2 then press 2
Defense Supply Center Columbus (DSCC) - Electronics	DFAS-CO-SECE *DFAS-CO-LSCAB	S33184	Press 2 then press 2
Defense Supply Center Richmond (DSCR) - General	DFAS-CO-SECG *DFAS-CO-LSCAC	S44073	Press 2 then press 2
Defense Supply Center Philadelphia (DSCP) - Industrial	DFAS-CO-SEPI *DFAS-CO-LSCBA	S36054	Press 2 then press 2
Defense Supply Center Philadelphia (DSCP) - Clothing and Textile	DFAS-CO-SEPT *DFAS-CO-LSCBA	SC0100	Press 2 then press 2
Defense Supply Center Philadelphia (DSCP) - Medical	DFAS-CO-SEPM *DFAS-CO-LSCBA	SC0200	Press 2 then press 2
BSM	DFAS Columbus-BVDP	SL4701	Press 2 then press 2

*Effective October 25, 1998, DFAS-CO-S was reorganized. The new payment office names are annotated in the above table with asterisks. Vendors may see either payment office name on their contracts based on the date their contract was awarded.

**Toll-free numbers are only to be used for production follow-up on completion of the WInS test process.

Standard Accounting and Reporting System (STARS)

The Standard Accounting and Reporting System (STARS) pays Navy General Funds invoices. WinS currently has capability to pass Navy field level STARS Commercial Invoices to STARS. Public Vouchers will be available in 3rd Quarter CY00.

Table 4 outlines DFAS Cleveland Center's paying offices that currently use STARS as their payment system. Vendors currently doing business with one of these paying offices are qualified to use the DFAS WinS.

TABLE 4. STARS PAYMENT OFFICES

STARS CONTRACT ISSUING ACTIVITY	STARS PAYMENT OFFICE ADDRESS	STARS PAYMENT OFFICE DoDAAC	CUSTOMER SERVICE*
Defense Finance and Accounting Service (DFAS) - Honolulu	DFAS-PC	N45924	216-204-7025 or 216-204-7021
Defense Finance and Accounting Service (DFAS) - Pensacola	DFAS-PE	N68566	216-204-7025 or 216-204-7021
Defense Finance and Accounting Service (DFAS) - Charleston	DFAS-CH	N8892	216-204-7025 or 216-204-7021
Defense Finance and Accounting Service (DFAS) - Norfolk	DFAS-NO	N45924	216-204-7025 or 216-204-7021
Defense Finance and Accounting Service (DFAS) - Oakland	DFAS-OK	N68994	216-204-7025 or 216-204-7021
Defense Finance and Accounting Service (DFAS) - San Diego	DFAS-SD	N68688	216-204-7025 or 216-204-7021

Getting Started With the DFAS Web Invoicing System (WInS)

The following outline describes the preliminary steps for using the DFAS WInS.

Prerequisites: A vendor must:

1. Have a current contract with the DOD. For STARS, vendors may register if they have had a contract within the past six months.
2. Have delivered products or services to the DOD that require payment.
3. Conduct business with a DFAS paying office that has WInS templates (See Tables 2 , 3 and 4 above).
4. Have a computer and modem. Virtually any computer sold today far exceeds the minimum requirements to effectively operate the DFAS WInS; more powerful and faster computers and modems, however, will enhance system performance. For questions regarding computer requirements, contact a regional ECRC at 800-231-2772 for assistance or the WInS System Administrators at (334-416-5845 or 2992).
5. Have an Internet Service Provider (ISP) that is JAVA capable. DFAS recommends using Netscape Navigator versions 4.61 or 4.75, or Microsoft Internet Explorer 5.0 and above for WInS.

6. Have knowledge of the Internet and its use. (A regional ECRC servicing the vendor location can provide government-funded training about the Internet, as well as other electronic commerce technologies and WInS).

Restrictions: A vendor may not use this application for:

1. Invoices or vouchers (except MOCAS Requests for Progress Payments) that must be signed by a DOD Certifier. For instance, where the Administrative Contracting Officer (ACO) or other DOD official physically must sign the invoice or voucher prior to submission to DFAS. Examples include DD250s where the ACO certifies for payment the invoice associated with the DD250.
2. Vouchers (SF 1034) until the vendor's billing system is approved by the Defense Contract Audit Agency (DCAA) for direct submission of interim vouchers to DFAS. Even with approval, first and last vouchers for a new contract, or new delivery order on an existing contract, cannot be submitted via WInS. DCAA requires these first and last vouchers be processed through your DCAA Field Office.
3. Invoices or vouchers with transportation costs of \$190.00 or greater for MOCAS and \$250.00 or greater for SAMMS.

Procedures:

Step 1: Access the DFAS WInS Web site (<https://ecweb.dfas.mil>) to:

- a. View WInS startup information, testing procedures, and sample invoice and voucher application screen layouts, and download the DFAS WInS Users Manual. This startup/test information is accessed by clicking the **Help** button on the **WInS Home Page** (Section 2).
- b. Obtain a username and password by establishing a New User Account using the **New Account Request Form Screen** (Section 4) accessed from the **New Account Button** on the **WInS Home Page** (Section 2). The DFAS WInS System Administrator will send you a Username and password via e-mail generally within two business days.

Step 2: Contact DFAS WInS testers as identified in Step 1(a) and begin testing.

Step 3: On completion of successful testing, enter and submit invoices, vouchers and/or progress payments to DFAS. Paper copies of invoices and vouchers are no longer required by the paying office(s).

Using the DFAS Web Invoicing System (WInS)

DFAS WInS uses standard database management system and Web browser features and functions that facilitate data input and navigation through the system. These include:

- Keyboard data entry
- Defined data field types and lengths
- Field to field and screen-to-screen mouse click navigation
- Select list data fields
- Online user help
- Error messages (JavaScript Alerts) for incomplete or incorrect data
- Batch data upload from the user into WInS is now available for MOCAS Commercial Invoices, MOCAS Public Vouchers, SAMMS Commercial Invoices and STARS Commercial Invoices. Batch submission is a method for extracting invoice/voucher data from the user's billing system automatically and converting into an ASCII textfile. This relieves the user from manual data entry into the Web site yet still provides the same tracking status enjoyed by manual entry users.

All users should understand these capabilities prior to using the system. A regional ECRC servicing the vendor location can provide government-funded training on using DFAS WInS.

Note: Although textual information (e.g., alpha characters) used by the DFAS WInS manual data entry templates is not case sensitive, it is preferred that you enter alpha characters in UPPER CASE to facilitate interpretation. New Account Registration and Vendor Profile updates should be entered in mixed case (e.g., 123 Main Street)

Security in the DFAS Web Invoicing System (WInS)

The primary security mechanism for the DFAS WInS is vendor authentication. Vendor authentication requires that you input a valid user identification code (username) and password. Once established, the unique username and password combination prevents unauthorized parties from viewing or tampering with confidential vendor information. Once the username and password are entered at login, the DFAS WInS checks for the presence of this information prior to displaying each screen, or Web page. This prevents unauthorized users from circumventing the login screen and gaining access to the system.

In addition, the DFAS WInS Web servers reside in a secure physical location that restricts access to unauthorized personnel. System backup and recovery procedures and mechanisms are in place to ensure the safety and integrity of information should a system failure occur. The WInS also uses browser encryption capability using Secure Socket Layer (SSL) encryption technology. There is no SLL impact on your browser choice.

Mandatory, Optional, and Conditional Data Fields

Each data field in DFAS WInS is categorized as mandatory, optional, or conditional. Mandatory fields on any screen must be completed with appropriate data prior to continuing to a subsequent screen. Failure to complete all mandatory fields will result in JavaScript Alert messages (see below). Optional fields may be completed at your discretion. Conditional fields must only be completed if your contract requires the information; otherwise, these fields are treated as optional.

Defined Data Field Types and Lengths

Each data field in DFAS WInS has a defined type and length. The type of field determines what data the field may contain; e.g., a numeric field may only contain numeric data -- alpha characters are not allowable. The length of any data field on a screen can be determined by reviewing the data dictionary table corresponding to that screen. Although the on-screen appearance of some data entry fields may appear to accommodate more data than what is defined in the data dictionary for that field, the system will not allow the field to be completely filled. Failure to complete all mandatory fields with the appropriate type and length of data will result in a JavaScript Alert (See below). Each WInS Application Screen has a **Help Button** which calls a data definition table that explains each screen's data entry field requirements.

Selection List Data Selection Fields

Certain data fields in DFAS WInS provide dropdown selection lists. These data fields can be identified by the **Down Arrow** button that appears to the immediate right of the data field, which, when clicked on, accesses the dropdown list.

Online User Help

Many of the screens in DFAS WInS contain context-sensitive user help. The help can be accessed by clicking on the **Help** button for that screen.

JavaScript Alert

A JavaScript Alert is a message that reports an error condition when mandatory information on a screen is not provided or when mandatory, conditional, or optional data is incorrectly entered. Figure 1b depicts an example of a WInS JavaScript Alert. This alert is for the STARS Commercial Invoice Header Screen.

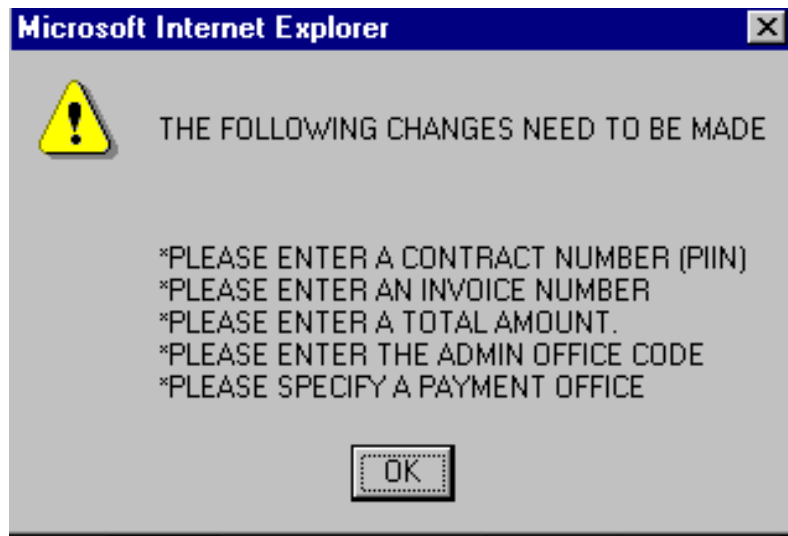


Figure 1b. Example of a SAMMS Commercial Invoice Header JavaScript Alert Message

The JavaScript Alert indicates the data fields that require user attention. The JavaScript Alert can be closed by clicking on the **OK** button.

System Warnings

DFAS WInS warns you about various inconsistent conditions that exist in your data input. For example, a warning message appears when a system-calculated total does not correspond to a user-entered total. Warning messages can be closed by clicking on the **OK** button.

Year 2000 Compliance

DFAS WInS is Year 2000 compliant. All date fields require that you enter four (4) digits for year to ensure that differences between 1900 and 2000 are captured.

2. DFAS WEB INVOICING SYSTEM (WINS) HOME PAGE

The initial screen in DFAS WInS is the **DFAS Web Invoicing System (WInS) Home Page**. To access the system, a valid username and password must be entered, followed by a single click on the **Login** button. Before accessing any of the invoice templates, a username and password request must be submitted to DFAS by clicking on the **New Account** button and completing the **New Account Request Form** screens (Section 4). The DFAS WInS System Administrator will provide you with your username and password via e-mail, usually within two business days. DFAS recommends that you immediately change your password upon successfully logging into WInS (Section 7, Vendor Profile Update). After receiving your username and password, you must initiate testing with DFAS for each invoice type you wish to submit before you may submit live invoices. Test instructions and test partners may be found by clicking on the **Help** button on this screen.

Figure 2 depicts the **DFAS Web Invoicing System (WInS) Home Page**.



Figure 2. DFAS Web Invoicing System (WInS) Home Page

DFAS WInS Home Page Field Definitions

Table 5 lists the data dictionary for each field on the DFAS WInS Home Page. Mandatory fields must be completed, optional fields may be completed at your discretion, and conditional fields must only be completed if your contract requires the information; otherwise, those fields are treated as optional.

TABLE 5. DFAS WINS HOME PAGE FIELD DEFINITIONS

FIELD	DEFINITION	DATA SOURCE	DATA REQUIREMENT	FIELD TYPE
Username	Identifies a unique user	DFAS	Mandatory	Alphanumeric
Password	Access code that coincides with username	DFAS, Vendor	Mandatory	Alphanumeric

The Login, New Account, and Help Buttons

Login

The **Login** button allows you to access the commercial invoice, public voucher, and progress pay submission capabilities of DFAS WInS. A username and password are required to use these capabilities. Clicking on the **Login** button directs you to the **WInS Payment System Picklist Screen** (Section 6).

New Account

The **New Account** button allows a first-time user to register with DFAS for access to one or more available pay systems. Clicking on the **New Account** button directs you to the **New Account Request Form Screen** (Section 4). A username and password are not required to access the **New Account Request Form Screen**. Vendor changes to registration information, to include requests for access to additional payment systems are made using the Vendor Information Screen (Section 7) **NOT** by submitting an additional **New Account Request Form**.

Help

The **Help** button directs you to the WInS startup information, testing procedures, sample invoice, voucher and progress payment application screen layouts, and the Users Manuals. A copy of the startup/testing information is provided in **Appendix A**.

The Version Number may be clicked to display a write-up of the significant changes incorporated with the two most recent releases beginning with the current release.

Also accessible from the **DFAS WInS Home Page** are the **U.S. Government Computer System Security Notice** (Section 3), the DFAS Home Page (URL: <http://www.dfas.mil>), and an e-mail address to the DFAS Electronic Commerce Office.

3. WINS COMPUTER SYSTEM SECURITY NOTICE SCREEN

Figure 3 depicts the WInS Computer System Security Notice Screen.

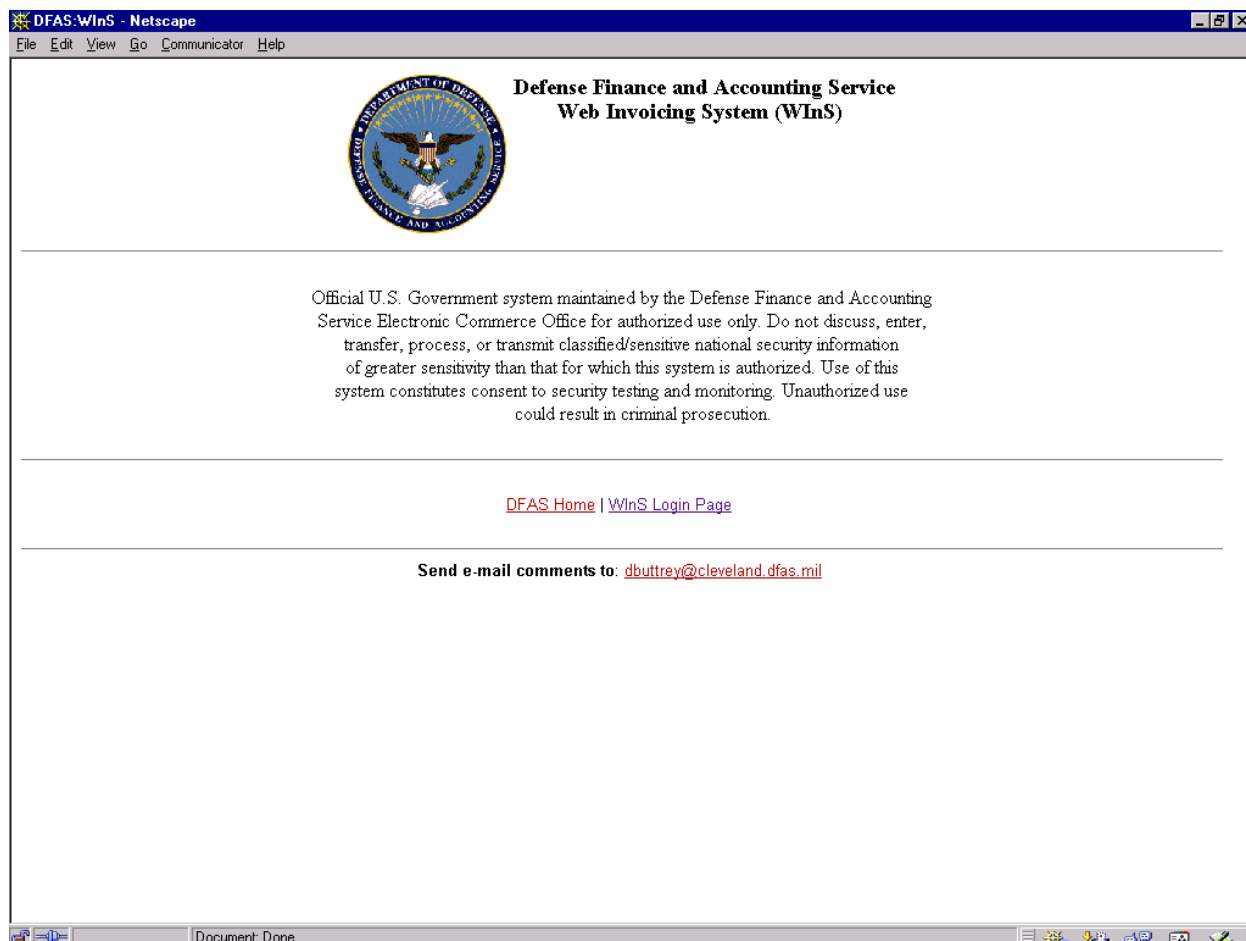


Figure 3. WInS Computer System Security Notice Screen

This screen presents you with three interfaces:

- (1) DFAS Home Page: Directs you to the DFAS Home Page (URL: <http://www.dfas.mil>).
- (2) WInS Login Page: Directs you to the DFAS WInS Home Page.
- (3) E-mail address to the DFAS Electronic Commerce Office.

4. NEW ACCOUNT REQUEST FORM SCREEN

The **New Account Request Form Screen**, accessed by clicking on the **New Account** button (Section 2), allows you to enter general information—a “vendor profile”—about your organization and requests access to at least one of the identified DFAS Payment Systems. Please select only payment systems for which you have currently active contracts. An exception to this is the STARS Payment System. You may request access if you have had active contracts within the preceeding six months. DFAS uses this information to create a vendor profile for testing purposes and for live invoice, voucher, and progress payment submission. You will be sent your username and password via e-mail usually within two business days of submitting your New Account Request registration.

Figure 4a depicts the **New Account Request Form Screen**.

The screenshot shows a web browser window with the address bar displaying `https://ecweb.dfas.mil/account/profile/account1.cfm`. The page title is "REGISTER FOR THE SYSTEMS YOU WISH TO INVOICE". Below the title, there are four checkboxes: ☐ MOCAS, ☐ SAMMS, ☐ STARS, and ☐ CAPS. A note below these checkboxes says "Click on Payment System for Payment Offices for the system".

The main section is titled "NEW ACCOUNT REQUEST FORM". It contains the following fields:

- * Company Name
- * First Name
- * Last Name
- * Cage Code
- ** Duns/Duns+4 Code
- * Address1
- Address2
- * City
- * Country/State (dropdown menu showing "Alabama")
- * Zip Code
- * Phone Number
- Fax Number
- * Email

Below the fields, there are two checkboxes:

- Interested in batch submission? ☐ No
- TACOM WEB_EC direct vendor delivery user? ☐ No

Red text instructions follow:

- *Field is required
- **Field is required for STARS AND CAPS, AND IAPS, but is optional for others.
- You may enter more Cage codes after you click continue
- You may enter more Duns codes after you click continue

At the bottom, there are two red buttons: "Continue" and "Go Back".

Figure 4a. New Account Request Form Screen

The MOCAS, SAMMS, STARS and CAPS Payment System Selection Checkboxes

The **MOCAS, SAMMS, STARS and CAPS Payment System Selection Checkboxes** allow you to register for one or more payment systems. Simply check the checkbox for each applicable payment system(s).

Clicking on a payment system displays the system's payment offices. Again, only select payment systems for which you have active contracts (except STARS). If, in the future, you are awarded contracts paid by other DFAS payment systems with WInS templates, you may request access to the new payment system by updating your profile through the **Vendor Information Screen** (Section 7). Data Fields identified by asterisks are mandatory and must be provided before WInS will accept the new account registration.

New Account Request Form Screen Field Definitions

Table 6 lists the data dictionary for each field on the **New Account Request Form Screen**. Mandatory fields must be completed, optional fields may be completed at your discretion, and conditional fields must only be completed if your contract requires the information; otherwise, those fields are treated as optional.

TABLE 6. NEW ACCOUNT REQUEST FORM SCREEN FIELD DEFINITIONS

FIELD	DEFINITION	DATA SOURCE	DATA REQUIREMENT	FIELD TYPE
Company Name	Company name	Vendor	Mandatory	Alphanumeric
First Name	Vendor POC	Vendor	Mandatory	Alphanumeric
Last Name	Vendor POC	Vendor	Mandatory	Alphanumeric
CAGE Code	Commercial and Government Entity Code	DLIS	Mandatory	5 characters, Alphanumeric (No letter 'O')
DUNS/DUNS +4 Code	DUNS Code (Required for STARS registrations)	Vendor	Conditional	9 or 13 digit numeric (no special characters)
Address1		Vendor	Mandatory	Alphanumeric

FIELD	DEFINITION	DATA SOURCE	DATA REQUIREMENT	FIELD TYPE
Address2		Vendor	Optional	Alphanumeric
City		Vendor	Mandatory	Alphanumeric
Country/State		Vendor	Mandatory	Select from list
Zip Code		Vendor	Mandatory	Alphanumeric
Phone Number		Vendor	Mandatory	Alphanumeric
Fax Number		Vendor	Optional	Alphanumeric
Email		Vendor	Mandatory	Alphanumeric
Interested in batch submission?	Provides a URL address for the WinS Batch Layouts and supporting notes.	Vendor	Optional	Select 'Yes' or 'No'
TACOM WEB_EC direct vendor delivery user?	Army TACOM has a web site for their DVD vendors that feeds the batch MOCAS commercial invoice data directly to WInS	Vendor	Optional	Select 'Yes' or 'No'

The Continue and Go Back Buttons



The **Continue** button directs you to the **Vendor CAGE Code / DUNS Code Selection Screen** (Figure 4b).



The **Go Back** button directs you to the **DFAS WInS Home Page** (Section 2).

Figure 4b depicts the **Vendor CAGE Code / DUNS Code Selection Screen**.

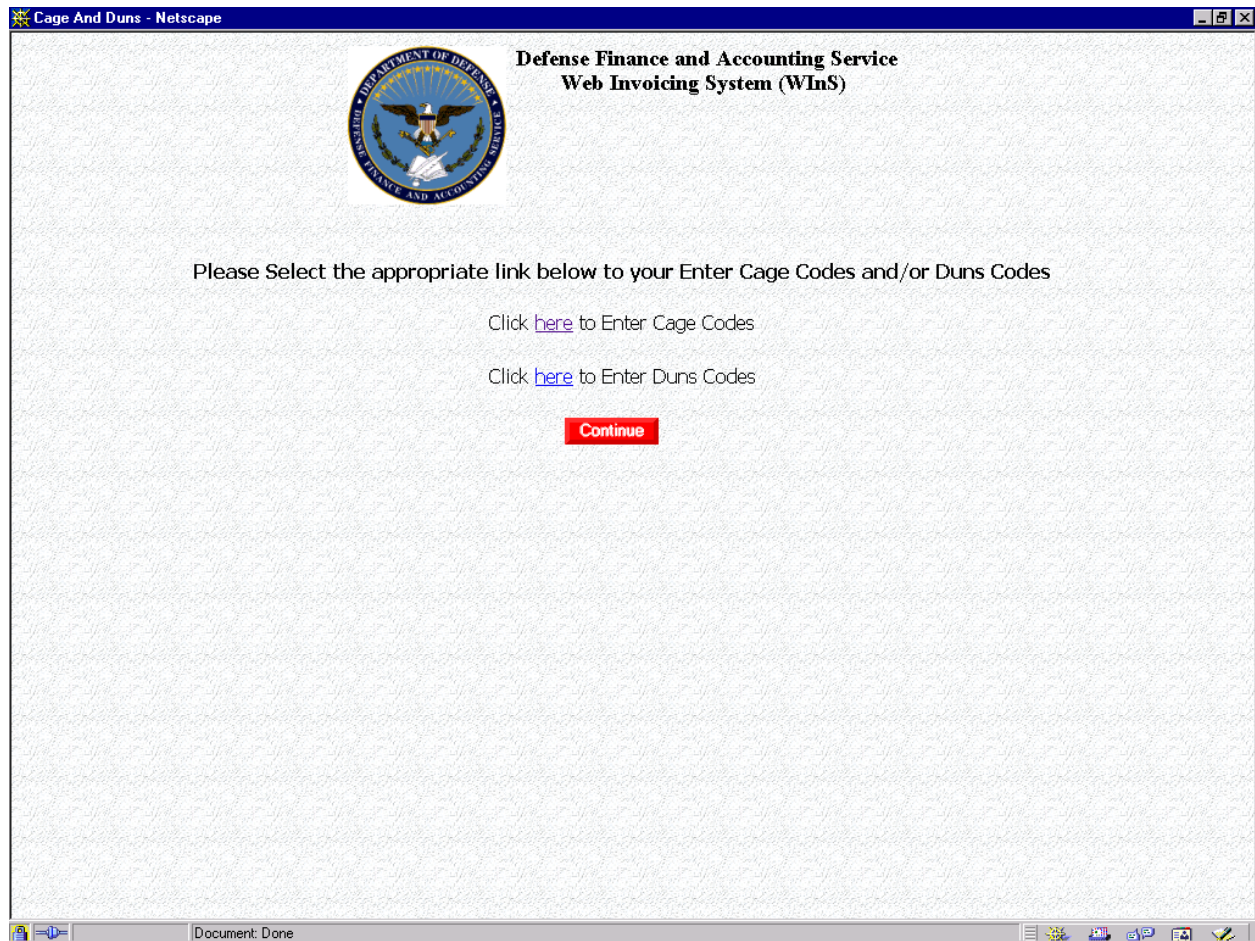


Figure 4b. Vendor CAGE Code / DUNS Code Selection Screen

The first option, **Click here to Enter Cage Codes**, directs you to the **Vendor CAGE Code Registration Screen** (Figure 4c). Additional Cage Codes may be entered from this screen as necessary.

The second option, **Click here to Enter Duns Codes**, directs you to the **Vendor Duns Code Registration Screen** (Figure 4d). Additional Duns Codes may be entered from this screen as necessary.

The Continue Button

A red rectangular button with the word "Continue" in white text.

The **Continue** button submits the **New Account Request** to DFAS WinS for MOCAS and/or SAMMS only requests. If the **New Account Request** contains a STARS Payment System access request, the **Continue** button directs the user to

the **STARS Contract Data Screen** (Figure 4e).

Figure 4c depicts the **Vendor CAGE Code Registration Screen**.

VENDOR CAGE CODES

CageCode

Add **Clear** **Go Back**

EDIT	CAGE CODE
Click Here	12345
Click Here	67676

Figure 4c. Vendor CAGE Code Registration Screen

The CAGE Code Add, Clear, and Go Back Buttons

- Add** The **Add** button adds the CAGE Code to the initial registration from Figure 4a.
- Clear** The **Clear** button clears data from the CAGE Code data field before it has been submitted to the Vendor Information.
- Go Back** The **Go Back** button returns you to the **Vendor CAGE Code / DUNS Code Selection Screen** where you can submit the **New Account Request**.

The **Click Here** hyperlink allows an individual CAGE Code line item to be edited. At least one CAGE Code must remain on the **CAGE Code Registration Screen**.

Figure 4d depicts the **Vendor DUNS Code Registration Screen**.

VENDOR DUNS CODES

Duns Code

Add Clear Go Back

EDIT	DUNS CODE
Click Here	1234567890000
Click Here	1234567890123

Document: Done

Figure 4d. Vendor DUNS Code Registration Screen

The DUNS Code Add, Clear, and Go Back Buttons

- Add** The **Add** button adds the DUNS Code to the initial registration from Figure 4a.
- Clear** The **Clear** button clears data from the DUNS Code data field before it has been submitted to the Vendor Information.
- Go Back** The **Go Back** button returns you to the **Vendor CAGE Code / DUNS Code Selection Screen** where you can submit the **New Account Request**.

The **Click Here** hyperlink allows an individual DUNS Code line item to be edited. At least one DUNS/DUNS+4 must remain on the **DUNS Code Registration Screen**.

Figure 4e depicts the **STARS Contract Data Registration Screen**.

Figure 4e. STARS Contract Data Registration Screen.

STARS Contract Data Registration Screen Field Definitions

Table 7 lists the data dictionary for each field on the **STARS Contract Data Registration Screen**. Mandatory fields must be completed, and optional fields may be completed at your discretion. Enter data for active contracts, and any completed contracts that have been invoiced against within the past six months.

TABLE 7. STARS CONTRACT DATA REGISTRATION SCREEN FIELD DEFINITIONS

FIELD	DEFINITION	DATA SOURCE	DATA REQUIREMENT	FIELD TYPE
Contract	Contract Number (only enter	Contract	Mandatory	13 digit

FIELD	DEFINITION	DATA SOURCE	DATA REQUIREMENT	FIELD TYPE
Number	contracts that are active or have completed within the previous six months)			Alphanumeric (No hyphens, no Letter 'O')
Active	Specify whether the contract is active (Y or N)	Contract	Mandatory	Select from list (Y or N)
Fastpay?	Specify whether contract has the fastpay contract clause (FAR 52.213-1)	Contract	Mandatory	Select from scroll box (Y or N)
DFAS Pay Office	DFAS Pay Offices using the STARS payment system	Contract	Mandatory	Select from list
Navy Certifier Code	Navy organization certifying invoice for payment [Uniform Identification Code (UIC)]	Contract	Mandatory	Select from list, or enter 6 digit Alphanumeric UIC
Navy Certifier POC	Navy Certifier Point of Contact	Vendor	Optional	Alphanumeric
Navy Certifier POC Telephone		Vendor	Optional	Alphanumeric

The STARS Contract Data Registration Screen Submit Request Without STARS, Add, Clear, and Go Back Buttons

Submit Request Without STARS

Submit Request Without STARS data allows the user to submit the **New Account Request** for SAMMS or MOCAS without an accompanying STARS request.

Add

The **Add** button adds the STARS Contract Data to the Contract Data Display Matrix.

Clear

The **Clear** button clears the STARS Contract Data from the data entry boxes before it has been submitted to the Contract Data Display Matrix..

Go Back

The **Go Back** button returns you to the **Vendor CAGE Code / DUNS Code Selection Screen** where you can submit the **New Account Request**.

The **Click Here** hyperlink allows an individual Contract Data record to be edited. At least one Contract Data record must remain on the **STARS Contract Data Registration Screen**.

Figure 4f depicts the **Account Request OK Screen**.

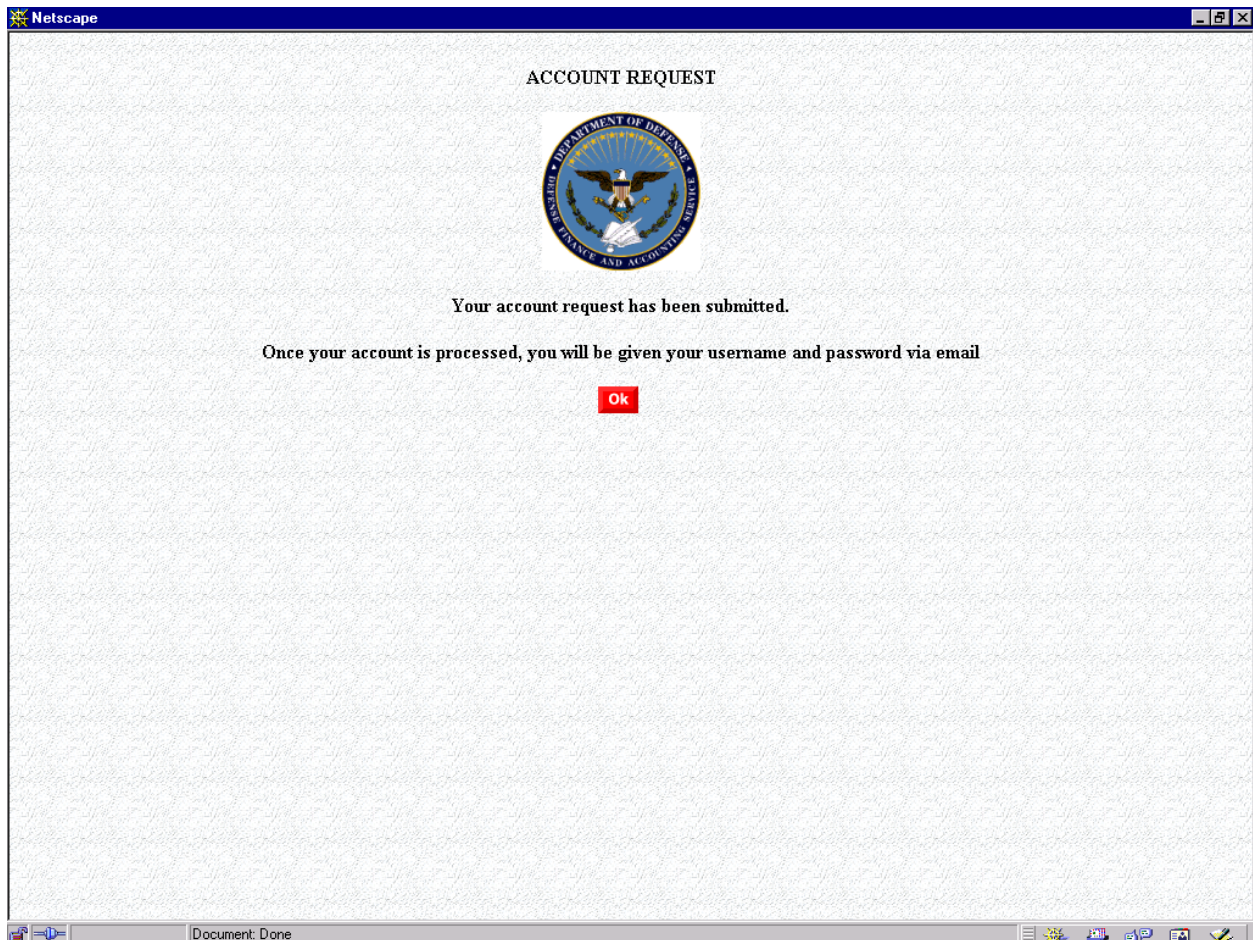


Figure 4f. Account Request OK Screen

The OK Button



The **OK** button directs you to the **DFAS WInS Home Page** (Section 2).

Note: On receipt of a username and password, and prior to submission of actual invoices and vouchers, test transactions must be successfully processed. Refer to *Section 1, Overview, Procedures, Steps 1 and 2*, for testing procedures.

5. WINS INVOICE ENTRY WARNING NOTIFICATION SCREEN

When an invoice, voucher or progress payment request (PPR) has not been successfully submitted to DFAS WInS (incomplete invoice), the **WInS Invoice Entry Notification Warning Screen** appears. This screen, which provides status information directly after logging into the system, appears only when incomplete invoices, vouchers or progress payment requests are present. This warning will continue to appear after logging in until you either delete the invoice, voucher or progress payment request or complete and submit it to WInS. See the appropriate Submitted Commercial Invoices, Vouchers or Request for Progress Payment List Screen(s) for instructions on deleting or completing incomplete invoices or vouchers (Section 16). You will also receive this incomplete invoice/voucher/PPR information via e-mail as a reminder until the invoice, voucher or progress payment request is completed and successfully submitted to WInS.

Figure 5 depicts a sample WInS Invoice Entry Notification Warning Screen.

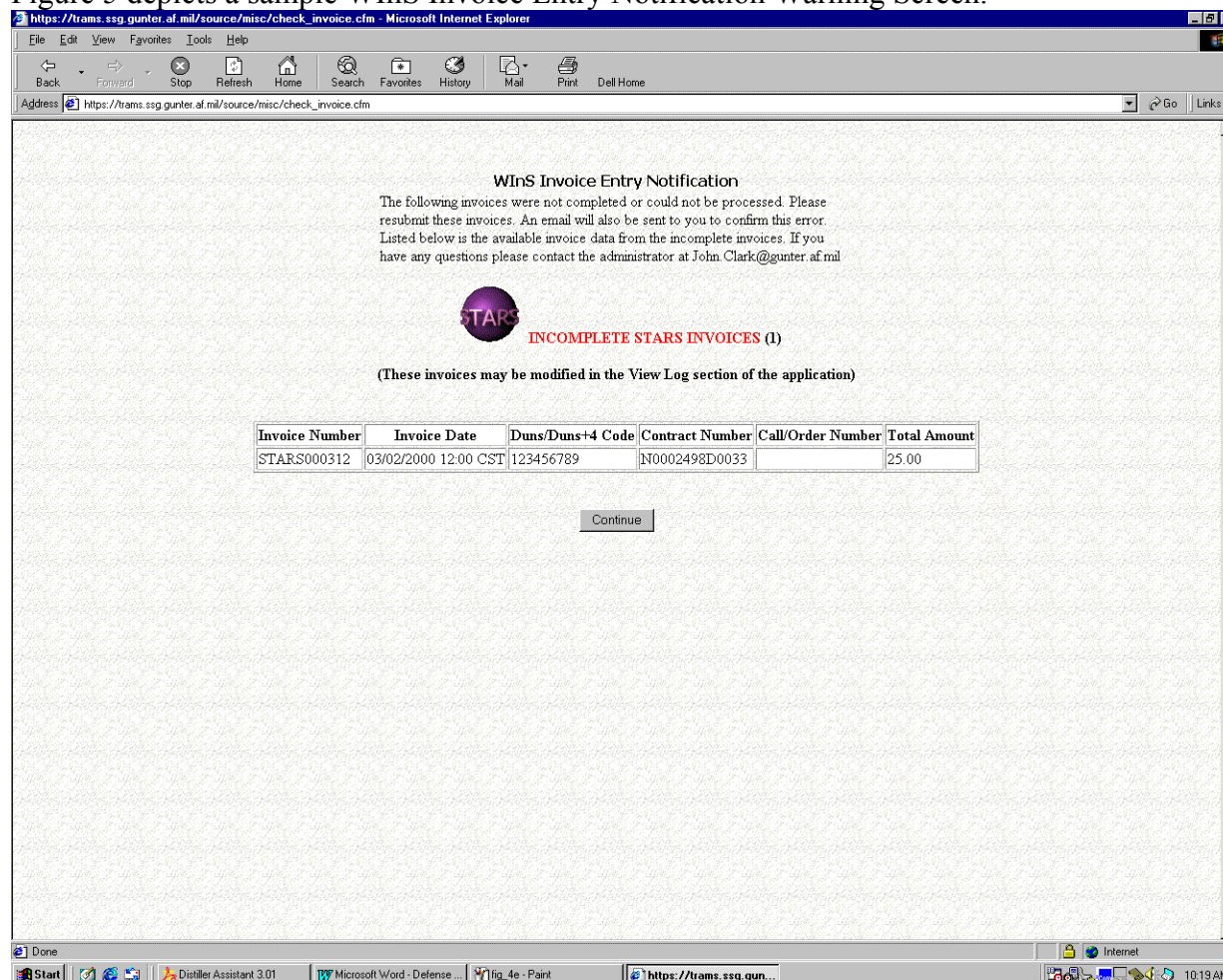


Figure 5. WInS Invoice Entry Notification Warning Screen

Continue

Clicking on the **Continue** button directs you to the **WInS Payment System Picklist Screen** (Figure 6).

6. WINS PAYMENT SYSTEM PICKLIST SCREEN

Once in WInS, you must select an accessible payment system for entering an invoice, voucher or progress payment request by clicking on the payment system button in the left margin. Accessible payment systems are color-coded Green. If you have active contracts with a payment system that is not currently accessible (color-coded Red), you may request access by clicking on the **Vendor Profile** button in the left margin and following the directions for access request (Section 7).

Figure 6 depicts the **WInS Payment System Picklist Screen**.

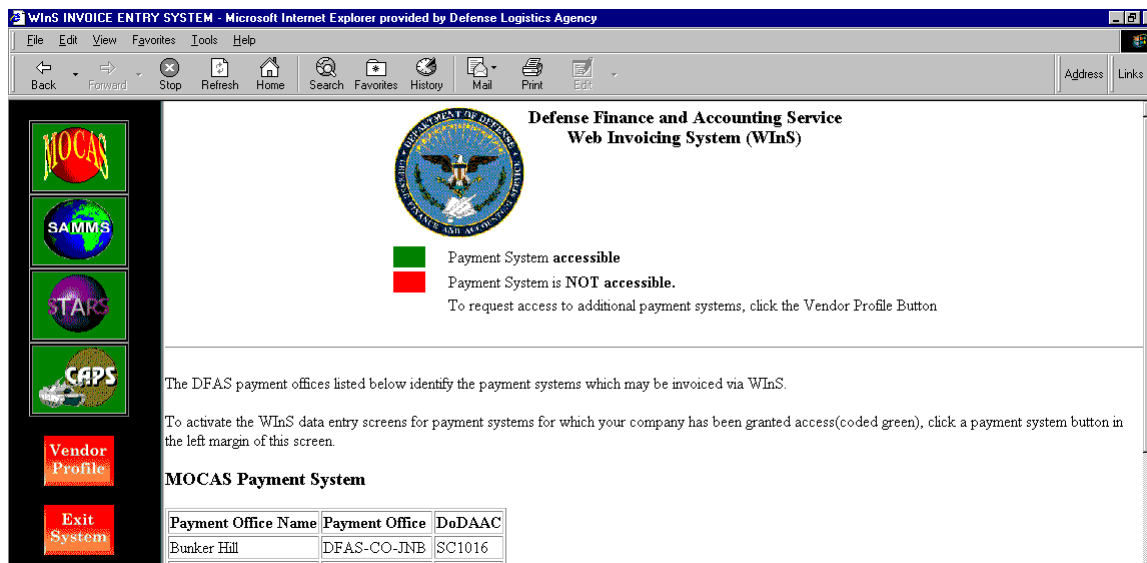


Figure 6. WInS Payment System Picklist Screen

If you are uncertain about which payment system pays your invoice, voucher or progress payment request, scroll down the Picklist and review the tabular data for the currently available payment systems (MOCAS, SAMMS, and STARS) as shown in Figure 6 (Continued) below. Once you have identified the correct payment system, select the appropriate WInS data entry screens by clicking on a payment system identified in the left margin of this screen.

Figure 6 Continued depicts the **WInS Payment System Picklist Screen**. Pay Office Information

Defense Finance and Accounting Service Web Invoicing System (WInS)

Payment System accessible
Payment System is NOT accessible.
To request access to additional payment systems, click the Vendor Profile Button

The DFAS payment offices listed below identify the payment systems which may be invoiced via WInS.

To activate the WInS data entry screens for payment systems for which your company has been granted access(coded green), click a payment system button in the left margin of this screen.

MOCAS Payment System

Payment Office Name	Payment Office	DoDAAC
Bunker Hill	DFAS-CO-JNB	SC1016
Minuteman	DFAS-CO-JNC	SC1032
New Dominion	DFAS-CO-JNF	SC1018
Southeast	DFAS-CO-JSA	SC1020
Capitol	DFAS-CO-JSC	SC1034
Chesapeake	DFAS-CO-JSD	SC1030
Gulfcoast	DFAS-CO-JWA	SC1024
Gateway	DFAS-CO-JWB	SC1028
DPRO West	DFAS-CO-JWD	SC1002
Santa Ana	DFAS-CO-JWT	SC1006
Van Nuys	DFAS-CO-JWV	SC1004

SAMMS Payment System

Payment Office Name	Payment Office	DoDAAC
(DSCC Construction) DFAS-CO-LSCAA (SECC) S33181	DFAS-CO-LSCAA	S33181
(DSCC Electronic) DFAS-CO-LSCAB (SECE) S33184	DFAS-CO-LSCAB	S33184
(DSCR General) DFAS-CO-LSCAC (SECG) S44073	DFAS-CO-LSCAC	S44073
(DSCP Industrial) DFAS-CO-LSCBA (SEPI) S36054	DFAS-CO-LSCBA	S36054
(DSCP Clothing/Textile) DFAS-CO-LSCBA (SEPT) SC0100	DFAS-CO-LSCBA	SC0100
(DSCP Medical) DFAS-CO-LSCBA (SEPM) SC0200	DFAS-CO-LSCBA	SC0200

STARS Payment System

Payment Office Code	Payment Office Name
N45924	DFAS Honolulu (DFAS-PC) [N45924]
N68566	DFAS Pensacola (DFAS-PE) [N68566]
N68892	DFAS Charleston (DFAS-CH) [N68892]
N68732	DFAS Norfolk (DFAS-NO) [N68732]
N68894	DFAS Oakland (DFAS-OK) [N68994]
N68688	DFAS San Diego (DFAS-SD) [N68688]
N00367	Stars Test Region (FMSO)[N00367]

CAPS Payment Offices

Office Code	Office Location
HQ0300	LAWTON/FT. SILL
HQ0302	ROME
M67443	KANSAS CITY

Figure 6 (Continued). WInS Payment System Picklist Screen

The MOCAS, SAMMS, STARS and CAPS Buttons



The **MOCAS**, **SAMMS**, **STARS** and **CAPS** buttons direct you to the appropriate payment system.

The Vendor Profile and Exit System Buttons



The **Vendor Profile** button directs you to the **Vendor Information Screen** (Section 7) where you may change your vendor registration information, to include changing your company information, your password, or request access to additional DFAS payment systems.



The **Exit System** button directs you to the **WInS Home Page** (Section 2).

7. VENDOR INFORMATION SCREEN

The **Vendor Information Screen** allows you to view and modify your vendor information as maintained by DFAS WInS. All data fields may be edited except the username which is assigned by the application to be vendor-unique. WInS forwards your vendor profile update to the appropriate DFAS payment office(s). You will receive a copy of this e-mail message as confirmation that the change was accepted into your WInS vendor profile, and forwarded to DFAS. The **Account Status** column indicates the status of your account for each payment system. You may request access to additional DFAS payment systems serviced by WInS by clicking on the appropriate hyperlink in the Account Status column of the desired payment system.

Figure 7a depicts the **Vendor Information Screen**.

Profile - Microsoft Internet Explorer provided by Defense Logistics Agency

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit

Address

Company: WInS Testing Company

First Name: Keith

Last Name: Bowman

Address 1: 1931 Jefferson Davis Highway

Address 2:

City: Arlington

Country/State: Virginia

Zip: 22240

Phone: (703) 607-3757

Fax:

Email: keith.bowman@dfas.mil

Interested in batch submission? Yes

TACOM WEB_EC direct vendor delivery user? No

USERNAME: mocas

PASSWORD: AAAAAAAAAA

CONFIRM PASSWORD: AAAAAAAAAA

Click [here](#) to view/edit your system Cage codes

Click [here](#) to view/edit your system Duns codes

System	Payment Offices	Account Status
MOCAS	Offices	You have access
SAMMS	Offices	You have access
STARS	Offices	Approved to submit live invoices
CAPS	Offices	You have access

Update Reset Go Back

Done

Start Sent Items ... DLA Supp... Profile - ... Exploring - ... Microsoft ... vpro11 - Paint Internet

11:03 AM

Figure 7a. Vendor Information Screen

Vendor Information Screen Field Definitions

Table 8 lists the data dictionary for each field on the **Vendor Information Screen**. Mandatory fields must be completed, optional fields may be completed at your discretion, and conditional fields must only be completed if your contract requires the information; otherwise, those fields are treated as optional.

TABLE 8. VENDOR INFORMATION SCREEN FIELD DEFINITIONS

FIELD	DEFINITION	DATA SOURCE	DATA REQUIREMENT	FIELD TYPE
Company		Vendor	Mandatory	Alphanumeric
First Name		Vendor	Mandatory	Alphanumeric
Last Name		Vendor	Mandatory	Alphanumeric
Address1		Vendor	Mandatory	Alphanumeric
Address2		Vendor	Optional	Alphanumeric
City		Vendor	Mandatory	Alphanumeric
State/Country		Vendor	Mandatory	Alphanumeric
Zip		Vendor	Mandatory	Alphanumeric
Phone		Vendor	Mandatory	Alphanumeric
Fax		Vendor	Optional	Alphanumeric
Email		Vendor	Mandatory	Alphanumeric
Interested in batch submission?		Vendor	Optional	Select 'Yes' or 'No' from list
TACOM WEB_EC direct vendor delivery user?		Vendor	Optional	Select 'Yes' or 'No' from list
Username	WinS Generated	Vendor	Mandatory	Alphanumeric
Password		Vendor	Mandatory	Alphanumeric
Confirm Password		Vendor	Mandatory	Alphanumeric

The Update, Reset, and Go Back Buttons

Update

After you modify any vendor information, the **Update** button saves the new information. If CAGE Code information has changed, see the note at the bottom of the **Vendor Information Screen** (Figure 7a), which directs you to the **Vendor CAGE Code Screen** (Figure 7b). If DUNS Code information has changed, see the note at the bottom of the **Vendor Information Screen** (Figure 7a), which directs you to the **Vendor DUNS Code Screen** (Figure 7d). When requesting additional access to STARS, a DUNS must be entered before clicking the **Update** button.

Reset

The **Reset** button clears any vendor-entered changes that have not yet been submitted via the **Update** button, and restores the original information.

Go Back

The **Go Back** button directs you to the **WInS Payment System Picklist Screen** (Section 6).

Figure 7b depicts the **Vendor CAGE Codes Screen**

EDIT	CAGE CODE
Click Here	000X0
Click Here	0X0X0
Click Here	0XXX0
Click Here	7768u
Click Here	abcde
Click Here	FGHIJ
Click Here	fr556

Figure 7b. Vendor CAGE Code Screen

The Add, Clear, and Go Back Buttons

Add

Once a CAGE Code has been entered into the CAGE Code data field, the **Add** button inserts the data into a line item on the **Vendor CAGE Code Screen** and resets the data field for the next CAGE Code Entry.

Clear

The **Clear** button clears out any CAGE Code entered into the data field but not yet submitted via the **Add** button.

Go Back

The **Go Back** button directs you to the **Vendor Information Screen** (Figure 7a).

Click Here directs you to the **Vendor CAGE Code Screen (Updates)** and displays the chosen CAGE Code from that CAGE Code Record for editing. At least one CAGE Code must remain in the vendor profile.

Figure 7c depicts the **Vendor CAGE Code Screen (Updates)**.

VENDOR CAGE CODES

CageCode 0X0X0

Update Reset Cancel Delete

EDIT	CAGE CODE
Click Here	000X0
Click Here	0X0X0
Click Here	0XX00
Click Here	7768u
Click Here	abcde
Click Here	FGHIJ
Click Here	fr556

Figure 7c. Vendor CAGE Code Screen (Updates)

The Update, Reset, Cancel, and Delete Buttons

Update

Once the CAGE Code has been edited, the **Update** button records the change on the **Vendor CAGE Code Screen**.

Reset

After the CAGE Code has been edited in the data field, but before submitting with the **Update** button, the **Reset** button will restore the original CAGE Code to the data field on the **Vendor CAGE Code Screen** (Figure 7b).

Cancel

The **Cancel** button returns you to the pre-edit data set from the **Vendor CAGE Code Screen** (Figure 7b).

Delete

The **Delete** button deletes the identified CAGE Code unless it is the last remaining CAGE Code on the **Vendor CAGE Code Screen** (Figure 7b).

Figure 7d depicts the **Vendor DUNS Codes Screen**.

The screenshot shows a Netscape browser window displaying the "VENDOR DUNS CODES" screen. At the top, there is a text input field labeled "Duns Code" with three buttons below it: "Add", "Clear", and "Go Back". Below this is a table with two columns: "EDIT" and "DUNS CODE". The table contains five rows of data, each with a "Click Here" link in the "EDIT" column and a DUNS code in the "DUNS CODE" column. The DUNS codes are 123456789, 1234567890002, 1234567891000, 1234567891111, and 1234567892222. The browser's status bar at the bottom shows "Document: Done".

EDIT	DUNS CODE
Click Here	123456789
Click Here	1234567890002
Click Here	1234567891000
Click Here	1234567891111
Click Here	1234567892222

Figure 7d. Vendor DUNS Code Screen

The Add, Clear, and Go Back Buttons

Add

Once a DUNS Code has been entered into the DUNS Code data field, the **Add** button inserts the data into a line item on the **Vendor DUNS Code Screen** and resets the data field for the next DUNS Code Entry.

Clear

The **Clear** button clears out any DUNS Code entered into the data field but not yet submitted via the **Add** button.

Go Back

The **Go Back** button directs you to the **Vendor Information Screen** (Figure 7a).

Click Here directs you to the **Vendor DUNS Code Screen (Updates)** and displays the chosen DUNS Code from that DUNS Code Record.

Figure 7e depicts the **Vendor DUNS Code Screen (Updates)**.

The screenshot shows a Netscape browser window displaying the "VENDOR DUNS CODES" screen. At the top, there is a text input field labeled "Duns Code" containing the value "123456789". Below this field are four red buttons: "Update", "Reset", "Cancel", and "Delete". Below the buttons is a table with two columns: "EDIT" and "DUNS CODE". The table contains five rows of data, each with a "Click Here" link in the "EDIT" column and a DUNS code in the "DUNS CODE" column. The DUNS codes are 123456789, 1234567890002, 1234567891000, 1234567891111, and 1234567892222. The browser's status bar at the bottom shows "Document: Done".

EDIT	DUNS CODE
Click Here	123456789
Click Here	1234567890002
Click Here	1234567891000
Click Here	1234567891111
Click Here	1234567892222

Figure 7e. Vendor DUNS Code Screen (Updates)

The Update, Reset, Cancel, Delete, and Go Back Buttons

Update

Once the DUNS Code has been edited, the **Update** button records the change on the **Vendor DUNS Code Screen**.

Reset

After the DUNS Code has been edited in the data field, but before submitting with the **Update** button, the **Reset** button will restore the original DUNS Code to the data field on the **Vendor DUNS Code Screen** (Figure 7d).

Cancel

The **Cancel** button returns you to the pre-edit data set from the **Vendor DUNS Code Screen** (Figure 7d).

Delete

The **Delete** button deletes the identified DUNS Code unless it is the last remaining DUNS Code on the **Vendor DUNS Code Screen** (Figure 7d).

When STARS access is requested via the Vendor Information Screen, an additional screen, the STARS Contract Data Registration Screen must be completed.

Figure 7f depicts the **STARS Contract Data Registration Screen**.

STARS CONTRACT AND INVOICE CERTIFICATION INFORMATION
Please enter ALL active contracts paid by STARS. If you do not currently have any active contracts, please provide data for at least one STARS paid contract that has been completed within the past six months.

* DFAS Pay Office:
* Contract Number: Active:
* Fast Pay Contract? (FAR 52.213-1):
* Field is required

Navy Certifier Information
POC Name:
POC Phone:
* Navy Certifier Code (UIC): Enter or Select

Add Clear Go Back

Contract Number (click to edit)	Active Contract	FastPay Contract?	DFAS Payment Office	Navy Certifier UIC Red = Not Validated	Navy Certifier POC	Navy POC Phone
N3232499C4444	YES	NO	N45924	N62477	NONE	NONE
N3333399D4444	YES	NO	N68688	N68326	NONE	NONE
N6339499D4432	YES	NO	N68892	N63394	DEBORAH SMITH	212-444-5467
N3322999D8881	YES	YES	N45924	N00027	FRED FLINTSTONE	445-098-5876
N3333399C5551	YES	NO	N68566	N32144	GREG MADDUX	324-887-5576

Figure 7f. STARS Contract Data Registration Screen.

STARS Contract Data Registration Screen Field Definitions

Table 9 lists the data dictionary for each field on the **STARS Contract Data Registration Screen**. Mandatory fields must be completed, and optional fields may be completed at your discretion. Enter data for active contracts, and any completed contracts that have been invoiced against within the past six months.

TABLE 9. STARS CONTRACT DATA REGISTRATION SCREEN FIELD DEFINITIONS

FIELD	DEFINITION	DATA SOURCE	DATA REQUIREMENT	FIELD TYPE
Contract Number	Contract Number (only enter contracts that are active or have completed within the previous six months)	Contract	Mandatory	13 digit Alphanumeric (No hyphens, no Letter 'O')
Active	Specify whether the contract is active (Y or N)	Contract	Mandatory	Select from list (Y or N)
Fastpay?	Specify whether contract has the fastpay contract clause (FAR 52.213-1)	Contract	Mandatory	Select from list(Y or N)
DFAS Pay Office	DFAS Pay Offices using the STARS payment system	Contract	Mandatory	Select from list
Navy Certifier Code	Navy organization certifying invoice for payment [Uniform Identification Code (UIC)]	Contract	Mandatory	Select from list, or enter 6 digit Alphanumeric
Navy Certifier POC	Navy Certifier Point of Contact	Vendor	Optional	Alphanumeric
Navy Certifier POC Telephone		Vendor	Optional	Alphanumeric

The STARS Contract Data Registration Screen Add, Clear, and Go Back Buttons

Add

The **Add** button adds the STARS Contract Data to the Data Display Matrix.

Clear

The **Clear** button clears the STARS Contract Data from the data entry boxes before it has been submitted to the Data Display Matrix..

Go Back

The **Submit** button submits the **New Account Request**.

Clicking on the Contract Number allows an individual Contract Data record to be edited. At least one Contract Data record must remain on the STARS Contract Data Registration Screen.

Figure 7g depicts the STARS Contract Data Registration Edit Screen.

STARS CONTRACT AND INVOICE CERTIFICATION INFORMATION
Please enter ALL active contracts paid by STARS. If you do not currently have any active contracts, please provide data for at least one STARS paid contract that has been completed within the past six months.

* DFAS Pay Office: **Navy Certifier Information**
 POC Name:
 POC Phone:
 * Contract Number: **Active**
 * Fast Pay Contract? (FAR 52.213-1):
 * Navy Certifier Code (UIC): Enter *or* Select
 *Field is required **Update** **Reset** **Cancel** **Delete**

Contract Number (click to edit)	Active Contract	FastPay Contract?	DFAS Payment Office	Navy Certifier UIC Red = Not Validated	Navy Certifier POC	Navy POC Phone
N3232499C4444	YES	NO	N45924	N62477	NONE	NONE
N3333399D4444	YES	NO	N68688	N68326	NONE	NONE
N6339499D4432	YES	NO	N68892	N63394	DEBORAH SMITH	212-444-5467
N3322999D8881	YES	YES	N45924	N00027	FRED FLINTSTONE	445-098-5876
N3333399C5551	YES	NO	N68566	N32144	GREG MADDOX	324-887-5576

Figure 7g. STARS Contract Registration Edit Screen (Updates)

The Update, Reset, Cancel, Delete, and Go Back Buttons

Update

Once a STARS Contract Data Record has been edited, the **Update** button records the change on the **STARS Contract Data Registration Screen**.

Reset

After the STARS Contract Data Record has been edited in the data fields, but before submitting with the **Update** button, the **Reset** button will restore the original STARS Contract Data information to the data fields on the **STARS Contract Data Registration Screen** (Figure 7g).

Cancel

The **Cancel** button returns you to the pre-edit data set from the **Contract Data Registration Screen** (Figure 7g).

Delete

The **Delete** button deletes the identified STARS Contract Data Record unless it is the last remaining STARS Contract Data Record on the the **Contract Data Registration Screen** (Figure 7g).

Once information on the **Vendor Information Screen** has been updated, the **Vendor Information Update Submission OK Screen**, shown below, appears as verification.

Figure 7h depicts the **Vendor Information Update Submission OK Screen**

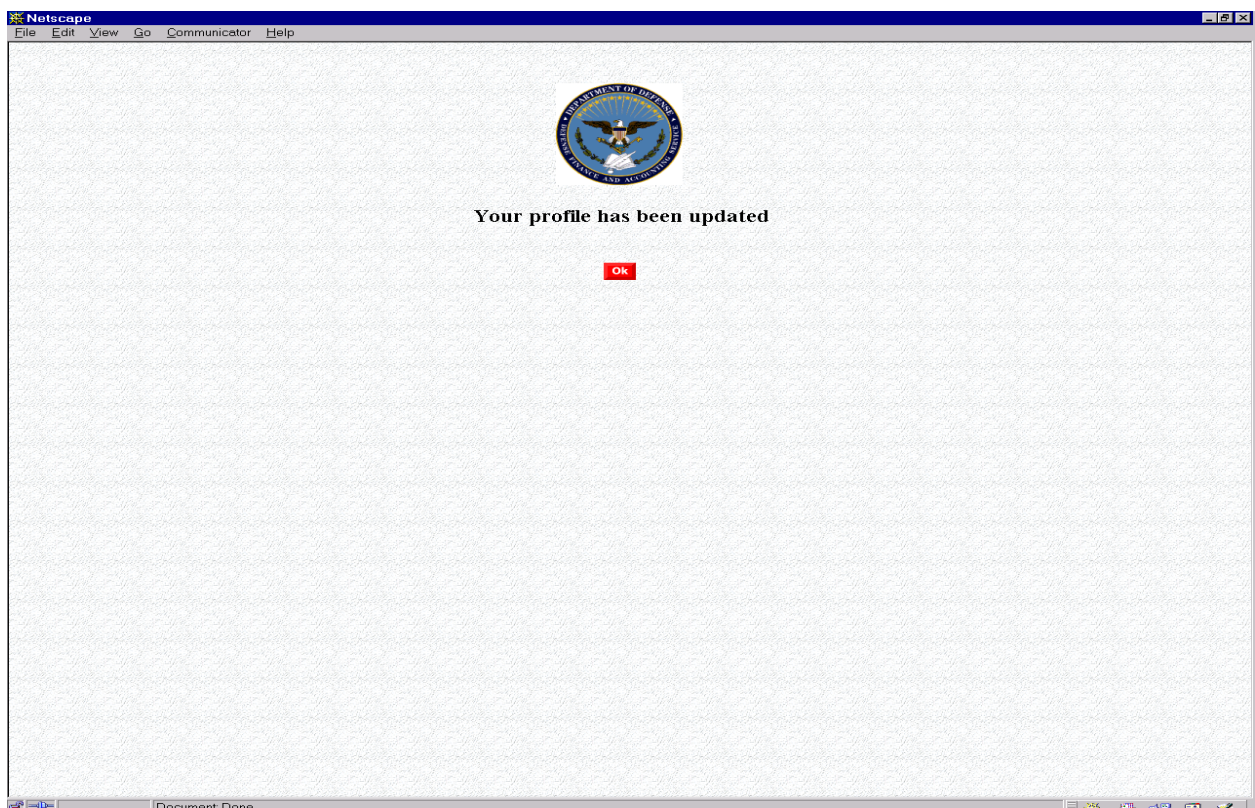


Figure 7h. Vendor Information Update Submission OK Screen

The OK Button



The **OK** button returns you to the **WInS Payment System Picklist Screen** (Section 6).

Additional Payment System Access Requests

You may also request access to additional DFAS payment systems serviced by WInS by clicking on the **Request Access** hyperlink in the **Account Status** column on the **Vendor Information Screen** (Figure 7a). **DO NOT** request access to additional payment systems via the **New Account Request Form** (Section 4).

Figure 7i depicts an **Additional Payment System (STARS) Access Request Screen**

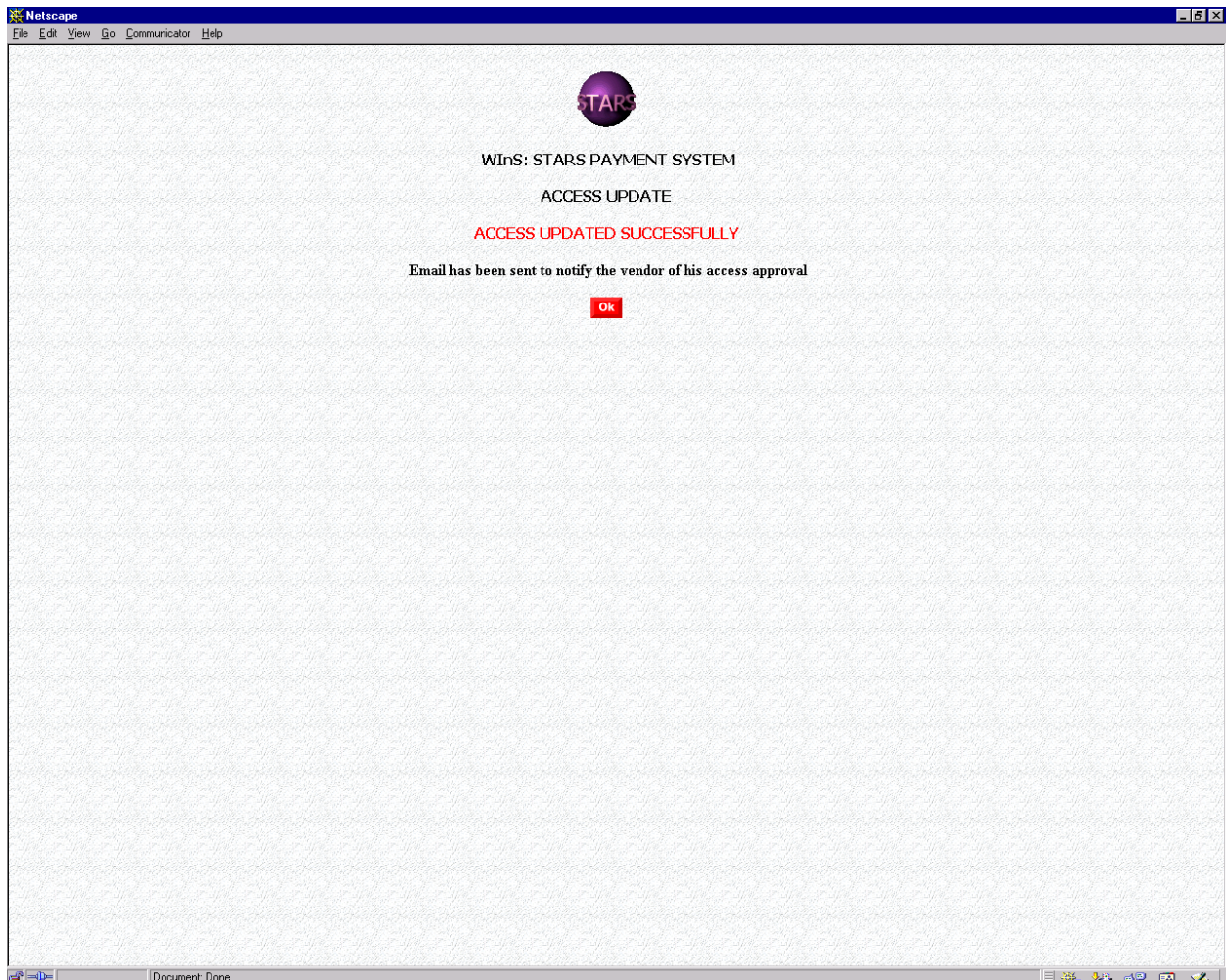


Figure 7i. Additional Payment System (STARS) Access Request Screen

8. SAMMS COMMERCIAL INVOICE HEADER SCREEN

The **SAMMS Commercial Invoice Header Screen** is used to manually enter general and summary information concerning a particular invoice. An alternative to manual data entry of Commercial Invoices is through submission of multiple Commercial Invoices via a batch mode described in Appendix B-1. The same data element edit checks are used for both the manual entry and batch modes to assist the user with invoice data accuracy.

Figure 8 depicts the **SAMMS Commercial Invoice Header Screen**.

SAMMS INVOICE ENTRY SYSTEM - Netscape

SAMMS Invoice Entry System - Invoice Header

Invoice Header

CONTRACT NO. Select from list: SP010099D6673 or enter here:

CALL/ORDER NO. 77T5

INVOICE NO. 98S-2455 **CAGE CODE** 0X0X0

SHIP NUMBER SAM004 **FINAL SHIPMENT** yes

TOTAL \$ * 1250.00 **TRANSPORT \$** 50.00

(* Include Transport \$)

ADMIN OFFICE CODE S0513A

PAYING OFFICE (DSCP Clothing/Textile) DFAS-CO-LSCBA (SEPT)SC0100

DISCOUNT PERCENT	DISCOUNT DUE DAYS
1.5	10

Continue **Clear** **Help**

Figure 8. SAMMS Commercial Invoice Header Screen

SAMMS Commercial Invoice Header Screen Field Definitions

Table 8 lists the data dictionary for each field on the **SAMMS Commercial Invoice Header Screen**. Mandatory fields must be completed, optional fields may be completed at your discretion, and conditional fields must only be completed if your contract requires the information; otherwise, those fields are treated as optional.

TABLE 10. SAMMS COMMERCIAL INVOICE HEADER SCREEN FIELD DEFINITIONS

FIELD	DEFINITION	DATA SOURCE	DATA REQUIREMENT	FIELD TYPE
Contract No.	Contract Number	Contract	Mandatory	Select from list or enter in text box. 13 characters, Alphanumeric (No letter "O")
Call Order No.	Call/Order Number	Contract	Conditional	4 characters, Alphanumeric
Invoice No.	Invoice Number	Vendor	Mandatory	1–8 characters, Alphanumeric, Hyphens
CAGE Code	Contractor and Government Entity Code	DLIS	Mandatory	Select from list
Ship No.	Ship number	DFAS	Optional	7 characters, Alphanumeric
Final Shipment	Final Shipment Indicator	Vendor	Conditional	Select from list
Total \$	Total dollar amount of the invoice (includes line items and transportation)	Vendor	Mandatory	Numeric, up to 12 characters including decimal: xxxxxxxx.xx
Transport \$	Postage or Freight Charge (No EDI if > \$249.99)	Contract	Conditional	Numeric, up to 6 characters, including decimal: xxx.xx
Admin Office Code	Contract Administration Office (DPRO or DCMAO)	Contract	Mandatory	6 characters, alphanumeric

FIELD	DEFINITION	DATA SOURCE	DATA REQUIREMENT	FIELD TYPE
Payment Office	DFAS Payment Office	Contract	Mandatory	Select from list
Discount Percent	Discount Percentage (If used, Discount Due Days must also be used)	Vendor	Optional	Numeric, up to 4 characters, including decimal: xx.x
Discount Due Days	Discount Due Days (If used, Discount Percent must also be used)	Vendor	Optional	Numeric (Integer)

The Continue, Clear, and Help Buttons

Continue

The **Continue** button directs you to the **SAMMS Commercial Invoice Details Screen** (Section 9).

Clear

The **Clear** button clears/deletes all existing entries on the screen.

Help

The **Help** button opens the online user help tool for the screen.

The View Log and Exit System Buttons

View Log

The **View Log** button directs you to the **SAMMS Submitted Commercial Invoices List Screen** (Section 11) to view, edit, or print previously submitted commercial invoices.

Exit System

The **Exit System** button directs you to the **WInS Payment System Picklist Screen** (Section 6).

9. SAMMS COMMERCIAL INVOICE DETAILS SCREEN

The **SAMMS Commercial Invoice Details Screen** is used to enter line item information for the invoice.

Figure 9 depicts the **SAMMS Commercial Invoice Details Screen**. Header information carried over from the **SAMMS Commercial Invoice Header Screen** assists the user by identifying the invoice number, transportation cost, and total cost. These carry over data elements appear in **READ-ONLY** fields at the top of the screen.

SAMMS Invoice Entry System - Invoice Line Items

Header Summary

INVOICE NO	TRANSPORT \$	TOTAL \$	View Header	Refresh
98S-2455	50.00	1250.00		

Invoice Details

CLIN: Part Type: Part No.:

Quantity: Unit Price: U/M Code: or Enter Here:

Describe:

Ship Date: (yyyy/mm/dd) [Add](#) [Clear](#)

SHIP DATE	CLIN	QTY	UNIT PRICE	U/M	SUBTOTAL
1998/11/22	0003	2	45.00000	EA	90.00000
1998/11/22	1100AA	5	100.00000	BT	500.00000
SAMMS Calculated Total (Line Items + Transport) \$					640.00

Figure 9. SAMMS Commercial Invoice Details Screen

SAMMS Commercial Invoice Details Screen Field Definitions

Table 9 lists the data dictionary for each field on the **SAMMS Commercial Invoice Details Screen**. Mandatory fields must be completed, optional fields may be completed at your discretion, and conditional fields must only be completed if your contract requires the information; otherwise, those fields are treated as optional.

TABLE 11. SAMMS COMMERCIAL INVOICE DETAILS SCREEN FIELD DEFINITIONS

FIELD	DEFINITION	DATA SOURCE	DATA REQUIREMENT	FIELD TYPE
CLIN or CLIN/SLIN	Contract Line Item Number, Supplemental Line Item Number	Contract	Mandatory	CLIN: 4 numeric characters CLIN/SLIN: 6 alphanumeric characters, 4 numeric, then 2 Alpha
Part Type	Part or Item Designation Code	Contract or Vendor	Mandatory	Select from list: NSN or Vendor Part #
Part No.	Part or Item number	Contract or Vendor	Mandatory	NSN: 13 characters, no hyphens Vendor Part #: 1–25 characters, alphanumeric
Quantity	Quantity being billed	Vendor	Mandatory	Numeric (whole numbers)
Unit Price	Price of one unit	Contract	Mandatory	Numeric, 15 characters, including decimal, up to 5 characters after decimal
U/M Code	Unit of Measure Code	Contract	Mandatory	Select from list or enter from Contract
Description	Part or Item Description	Contract	Optional	1–80 characters, Alphanumeric
Ship Date	Shipment Date	Vendor	Mandatory	yyyy/mm/dd

The View Header and Refresh Buttons

View Header

The **View Header** button directs you to the **SAMMS View/Modify Commercial Invoice Header Screen** (Section 13).

Refresh

The **Refresh** button re-posts Invoice Details information on the screen.

The Add and Clear Buttons

Add

Once a set of line item information is entered into the data fields, the **Add** button inserts the data into a line item on the invoice data display matrix and resets the data fields for the next line item entry.

As each detail line is added, the application provides a running cumulative sum of the line item detail and transportation costs as a cross check against the total cost that appears in the Header Summary (read-only) of Figure 9.

Clear

The **Clear** button clears/deletes all existing entries on the screen.

The Submit Invoice and Cancel Invoice Buttons

**Submit
Invoice**

The **Submit Invoice** button transmits a completed invoice to DFAS WInS.

**Cancel
Invoice**

The **Cancel Invoice** button cancels the active invoice prior to submission to DFAS WInS.

10. SAMMS COMMERCIAL INVOICE SUBMISSION OK SCREEN

Once all mandatory information on both the **SAMMS Commercial Invoice Header Screen** (Section 8) and **SAMMS Commercial Invoice Details Screen** (Section 9) has been entered, the invoice is submitted to DFAS WInS by clicking on the **Submit Invoice** button on the **SAMMS Commercial Invoice Details Screen** (Section 9). Upon submittal, the **SAMMS Commercial Invoice Submission OK Screen** appears as verification.

Figure 10a depicts the **SAMMS Commercial Invoice Submission OK Screen**.

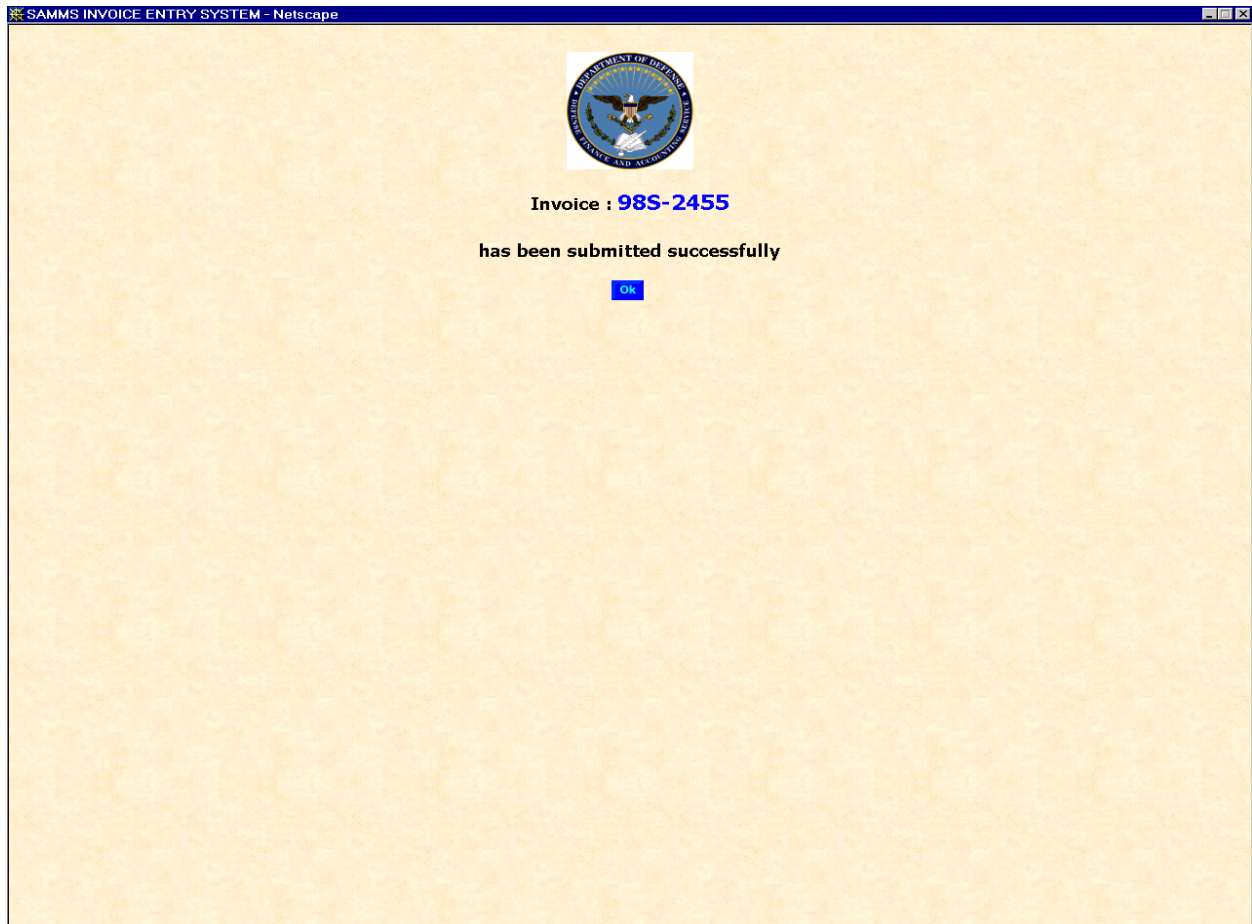


Figure 10a. SAMMS Commercial Invoice Submission OK Screen

The OK Button



The **OK** button directs you to the **SAMMS Commercial Invoice Header Screen** (Section 8).

Figure 10b depicts the **SAMMS Commercial Invoice Submission OK Screen** with **Cross Check Error** message.

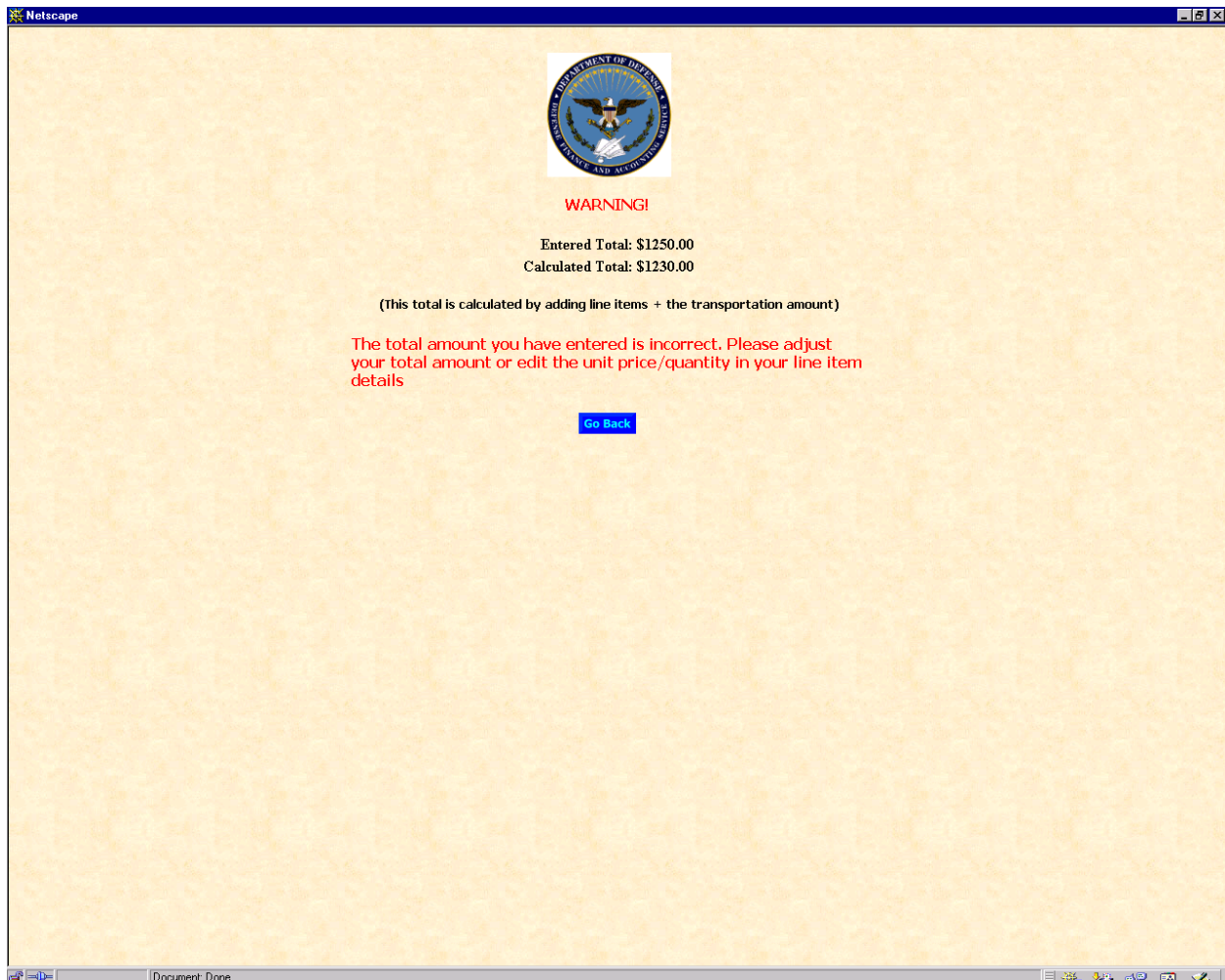


Figure 10b. SAMMS Commercial Invoice Submission OK Screen with Cross Check Error

The Go Back Button



The **Go Back** button directs you to the **SAMMS Commercial Invoice Header Screen** (Section 8) to resolve the discrepancy.

11. SAMMS SUBMITTED COMMERCIAL INVOICES LIST SCREEN

The **SAMMS Submitted Commercial Invoices List Screen** allows you to view a list of all SAMMS Commercial Invoices that have been submitted to the DFAS payment system since the last DFAS archiving of WInS. DFAS will keep these invoices available for a minimum of 120 days from submission. Submitted invoice data may be viewed and printed for all SAMMS Commercial Invoices on the list by clicking on the individual Invoice Number. Follow the print instructions described in Section 12, **SAMMS Submitted Commercial Invoice Details Screen**. The **SAMMS Submitted Commercial Invoice List Screen** also provides options, under the conditions described below in **Invoice Status**, for deleting invoices, completing and submitting incomplete invoices, and correcting errors on previously submitted invoices for resubmission.

The invoice Date/Time is assigned when the invoice is successfully submitted to the DFAS WInS (Section 10, Figure 10a), whether it is an original invoice, or a re-submitted invoice. WInS then converts (extracts) the invoice into an Electronic Data Interchange (EDI) invoice format for transmission to DFAS. SAMMS EDI invoices are forwarded to the DOD communications infrastructure every 3 hours beginning at 12:00 AM. They are processed into the SAMMS payment system nightly.

Figure 11a depicts the **SAMMS Submitted Commercial Invoices List Screen**

SAMMS Invoice Entry System - Invoice Log

SUBMITTED COMMERCIAL INVOICES

Sort Order: ☐ Ascending ☒ Descending Records:

[Batch Summary](#) [Help](#) [Go Back](#)

[Clean](#) your invoice list [View](#) the LOG LEGEND

Search by Invoice Number:

VPIS

Vendor Pay Inquiry System (VPIS)

Status	Edit	Batch	Invoice No.	Contract No.	Deliv. Order	Date Trans.	Delete
	Edit	N	99S-4444	SP090099C8888		1999/06/25	NO
	Edit	N	35353535	4543253535353	3535	12/11/98	
	NO	N	99S-4442	SP090097D0999	2443	1999/06/25	x
	Edit	Y	SAMTESTD	SP050099D2222	8022	1999/06/22	NO
	Edit	Y	SAMTESTA	SP070099C7777		1999/06/22	NO
	Edit	N	242	4543253535353		12/11/98	
	Edit	Y	SAMTESTE	SP070099C7777		1999/06/22	NO

Figure 11a. SAMMS Submitted Commercial Invoices List Screen

The SAMMS Commercial Invoice View Log has two components:

- 1) A View Log Invoice Matrix which displays status information on each submitted invoice and,
- 2) A View Log Data Sorting Box that allows the user to quickly find a specific invoice for editing, review, or printing.

View Log Data Sorting

The topmost box in the SAMMS Commercial Invoice **View Log** provides several functions to assist the user in isolating a specific invoice for viewing, editing, or printing. The invoice records are defaulted to sort by descending order by invoice date meaning the most current invoices appear at the beginning of the **View Log** followed by older invoices. The **View Log**

Data Sort Box allows the user to switch the display order to ascending so the oldest invoices are displayed first, then back to descending invoice order. Finally, the user may enter an invoice number in the **Search by Invoice No.** data entry box and then click on the Find Button, or hit the **Enter Key** on the PC's Keyboard and WInS will display the requested record.

Vendor Pay Inquiry System (VPIS)

The **Vendor Pay Inquiry System (VPIS)** is an application developed for the convenience of contractors doing business with the Department of Defense (DoD). It provides information on invoices submitted against DoD contracts that the Defense Finance and Accounting Service is responsible for paying. VPIS consolidates the data obtained from DFAS Centers and Operating Locations into one central repository which contains all open contracts, plus any payments made within the last 90 days. VPIS contains data from all DFAS paying locations, RAFO Korea, and Ramstein AFB. A vendor may use VPIS to: research the status of a recently filed invoice, determine when payment will be issued, determine if something is lacking for payment processing, obtain information associated with a check received, view contract number, invoices covered, interest or freight included in the payment, or tax or discount withheld, or obtain the same background information for an electronic funds transfer (EFT) payment.

The user may view information about VPIS by clicking the **Information** button. To go to the VPIS website at <http://www.dfas.mil/money/vendor>, click the **GO** button.

***SAMMS VPIS will not be available until Mid-July 2000.

View Log Invoice Matrix

The bottom portion of the **SAMMS Submitted Commercial Invoices List Screen** is a **View Log Invoice Matrix** that displays a record of each invoice the user has submitted since the last DFAS archiving. This matrix posts 50 records for display at a time, and is defaulted to show the most current invoices (descending order) first. You may view these 50 records by using the right scroll bar. There are several methods for reviewing records that do not appear in the first 50. First, you may click on the "Next 50" (51- 100) message above the Matrix, and records 51 through 100 will appear. The user can continue to click "Next 50" (101 – 150) or "Previous 50" (1 – 50) to scroll up or down the list of total records. Secondly, the user can select "**Ascending**" sort order and the 50 oldest invoices will be displayed, with the same Next/Previous 50 options.

The **Clean your invoice list** link is used to push invoices through to WInS if they display a Lock Icon in the Status Column. See below for more information on the Icons which may be displayed in the **View Log Invoice Matrix** Status Column. The **View** the **LOG LEGEND** describes the Icons used in the **View Log Invoice Matrix** Status Column.

The matrix provides status information related to the user's submitted invoices and are described from left to right.

Status Column

The Status Column of the View Log Invoice Matrix provides important invoice tracking information.

Figure 11b, the **VIEW LOG LEGEND** depicting the Status Column Icons is accessed by clicking the **View the LOG LEGEND**.

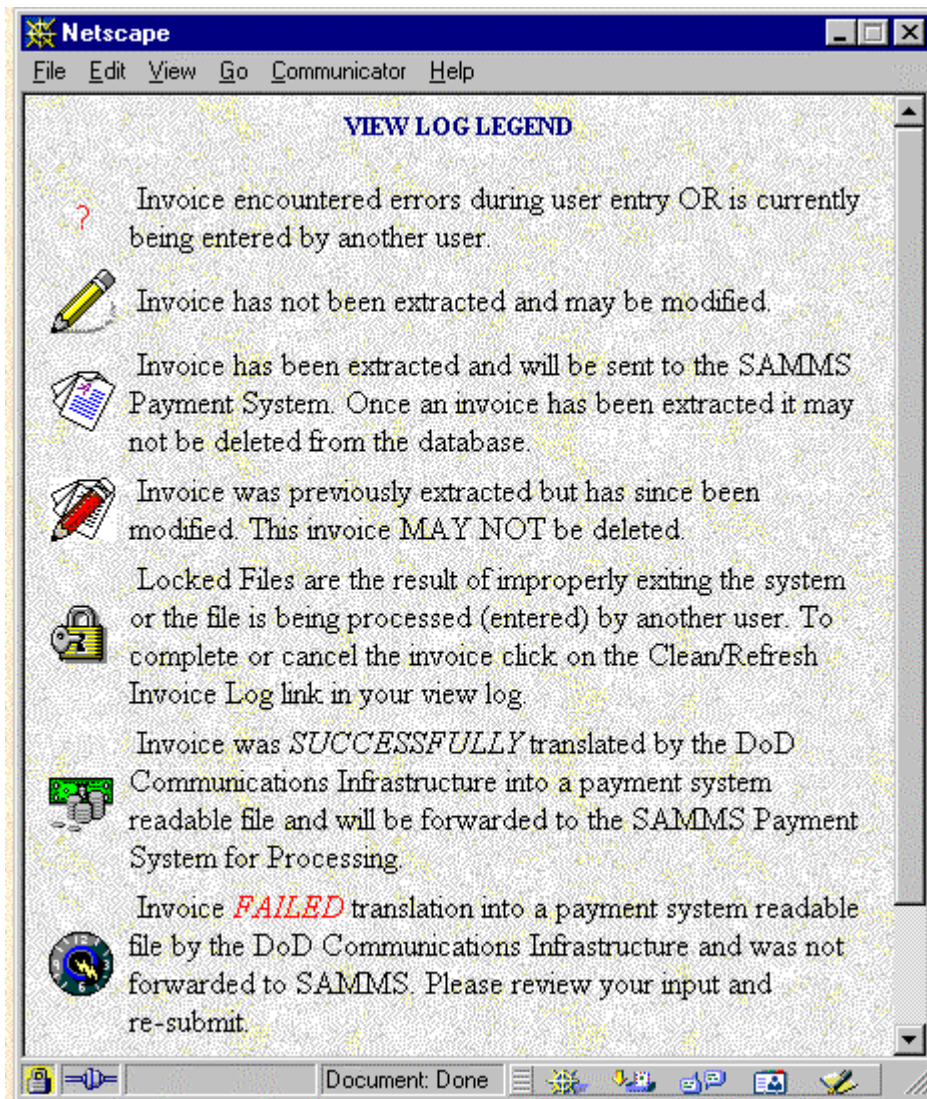


Figure 11b. SAMMS Log Legend

There are currently seven possible symbols that may appear in the Status Column. Each is described below.



The **Red ? Icon** indicates the invoice was not completed and has not been received into DFAS WInS for processing. This scenario occurs when the user has completed at least the **SAMMS Commercial Invoice Header Screen** (Section 8) and hit the **Continue** Button and then lost Internet connectivity. The **Red ? Icon** corresponds to the WInS Invoice Entry Notification Warning (Section 5). In addition to the warning encountered upon WInS Login (Figure 5), an e-mail with the same information is forwarded to the user. The user has two options: 1) delete the incomplete invoice by clicking on the wastebasket option in the Delete Column, then re-enter the invoice completely, or 2) click on the “**Edit**” in the Edit Column for that invoice, complete the invoice and click on the **Submit Invoice** Button to submit to DFAS WInS. Option 2 is preferable, as it requires less user data entry.



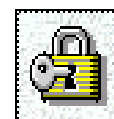
The **Pencil Icon** indicates a successful submission of the invoice (Section 10) to DFAS WInS. With successful submission, the Invoice Date and Time are captured in the Date Transmitted Column of the data display. As described above, WInS extracts submitted invoices and converts them to Electronic Data Interchange (EDI) format every three hours beginning with 12:00 A.M. and forwards to the payment system. Until the extraction, identified by the **Paper Icon**, the submitted invoice may be deleted (Wastebasket in Delete Column). Successfully submitted invoices may be edited at any time by clicking on the “**Edit**” in the Edit Column, update the file and then re-submit.



The **Paper Icon** indicates a successful conversion of the invoice to the Electronic Data Interchange (EDI) format necessary to forward to the payment system. Extraction occurs every three hours beginning with 12:00 A.M. Once extracted, an invoice may no longer be deleted (the appearance of the “NO” in the Delete Column). However, if an invoice is rejected by the payment system for any reason, the invoices may be edited and resubmitted. This overwrites the original submission with the new invoice data and a current date and time.



The **Paper and Pencil Icon** indicates that a previously submitted and extracted invoice has been edited and re-submitted to WInS. These invoices may not be deleted. The new submission date is posted to the Date Transmitted Column.



The **Lock Icon** indicates that another user may be entering data for this invoice, or a processing error has occurred. This invoice has NOT been successfully submitted to DFAS WInS. If the invoice data appears correct when viewed by clicking the invoice number in the Invoice Number Column, then clicking on the **CLEAN/REFRESH INVOICE LOG** message should push the locked invoice to DFAS WInS and change the **Lock Icon** symbol to the **Pencil Icon** indicating a successful submission. If this does not clear the **Lock Icon**, then delete the invoice (click on Wastebasket Icon in Delete Column) and re-enter and submit



The **Money Icon** indicates that the invoice has been successfully transmitted to DFAS and has been forwarded to the payment system. The invoice Date/Time in the Date Transmitted Column is replaced by the Date/Time when the invoice was passed to the payment system. The invoice date is retained in the **SAMMS Submitted**

Commercial Invoice Details Screen (Section 12).



The **Lightening Icon** indicates that the invoice was transmitted to DFAS but was rejected before reaching the payment system. The date/time of rejection is shown in the Date Transmitted column. To edit the rejected invoice, click on the “**Edit**” in the Edit Column for that invoice, update the incorrect information, and submit back to

DFAS WInS.

Edit Column

Invoices with an “**Edit**” displayed in the Edit Column (all except those with the **Lock Icon**) may be edited and re-submitted. Clicking on the “**Edit**” directs the user to the **SAMMS View/Modify Commercial Invoice Header Screen** (Section 13).

Batch Column

The Batch Column indicates whether the invoice was submitted to WInS via manual data entry (‘N’), or via File Transfer Protocol (FTP) transmission of a multiple Commercial Invoice batch submission (‘Y’).

Invoice No. Column

Clicking on the **Invoice Number** for any row directs the user to the **SAMMS Submitted Commercial Invoice Details Screen** (Section 12) which displays the invoice data entered by the user. This is your archive record and should be printed and retained with your billing records

Contract No. and Delivery Order No. Columns

These columns display the Contract Number, and where applicable, the Delivery Order Number for each submitted invoice to assist the user in identifying their invoice data submissions.

Date Transmitted Column

As described in the Status Icon section above, the date in the Date Transmitted Column is initially the invoice submission date (associated with the **Pencil, Pencil/Paper, or Paper Icons**). When the invoice has processed through the DOD Communications Infrastructure to DFAS, the invoice date is replace with the processed date (associated with either the **Money** or **Lightening Icons**). If an invoice is edited and re-submitted, the cycle begins again. The processed date is overwritten by the new invoice date and eventually this is overwritten by a new processed date.

Delete Column

Any invoice that has not been extracted (**Red ‘?’**, **Lock**, or **Pencil Icons**) may be deleted. Once an invoice has been converted (extracted) into the EDI format and forwarded to DFAS, the invoice may no longer be deleted. The user may edit previously submitted invoices but may not delete them.

The Batch Summary, Help, and Go Back Buttons

Batch Summary Button

Clicking on the **Batch Summary** Button brings up a history table of all batch SAMMS Commercial Invoices, MOCAS Invoices, MOCAS Vouchers, and STARS Invoices submitted since the last archiving of WInS data. The Batch Summary provides batch totals, and SAMMS Commercial Invoices, MOCAS Invoices, MOCAS Vouchers, and STARS Invoices processed (accepted) and rejected status for each batch submission. Processed Commercial Invoices are posted to the **SAMMS Commercial Invoice View Log Invoice Matrix** with a ‘Y’ Status in the Batch Column.

Figure 11c depicts the **WInS Batch Summary Screen**.

Company / File Name	Date Processed	Batch Submission	Submitted	Processed	Rejected
0X0X0_20000306_bad7.txt	2000/03/07	Batch Total	2	0	0
		MOCAS Invoices	0	0	0
		MOCAS Vouchers	0	0	0
		SAMMS Invoices	0	0	0
		STARS Invoices	2	0	2
0X0X0_20000229_Bad4.txt	2000/03/01	Batch Total	5	2	1
		MOCAS Invoices	1	0	1
		MOCAS Vouchers	1	1	0
		SAMMS Invoices	1	1	0
		STARS Invoices	2	0	2
0X0X0_tst_txt_in20039.txt	2000/02/18	Batch Total	2	2	0
		MOCAS Invoices	2	2	0
		MOCAS Vouchers	0	0	0
		SAMMS Invoices	0	0	0
		STARS Invoices	0	0	0
0X0X0_20000128_bad3.txt	2000/02/01	Batch Total	1	0	0
		MOCAS Invoices	0	0	0

Figure 11c. WInS Batch Summary Screen

Help

The **Help** button displays an online user help message for the screen.

Go Back

The **Go Back** button directs you to either the **SAMMS Commercial Invoice Header Screen** (Section 8).

12. SAMMS SUBMITTED COMMERCIAL INVOICES DETAILS SCREEN

The **SAMMS Submitted Commercial Invoice Details Screen**, as shown in Figure 12, displays header and line item details for a SAMMS invoices submitted to DFAS. The invoice may be printed for the vendor's archive record. (See the below Note regarding printing instructions.) Each invoice must be individually selected from the **SAMMS Submitted Commercial Invoices List Screen** (Section 11) for archive printing.

Netscape File Edit View Go Communicator Help

Company Info

Company Name	POC Name
WInS Test Company	Keith Bowman
POC Phone #	POC Email
703-607-3757	keith.bowman@dfas.mil

Header

Invoice No.	Invoice Date	Cage Code	Contract No.	Delivery Order No.
98S-2455	Wednesday, March 08, 2000	0X0X0	SP010099D6673	77T5
Final Shipment		ShipNumber	Admin Office	
Yes		SAM004	SC0100	
PayingOffice				
(DSCP Clothing/Textile) DFAS-CO-LSCBA (SEPT)SC0100				
Discount Percent		Discount Due Days		
1.5		10		
Total Amount		Transport Amount		
1,250.00		50.00		
TransPurpose		TransType		
OO		DI		

Details

CLINID	Product/Part #	Product type	UM Type
0003	123123	NSN	EA
Quantity	UnitPrice	Ship Date	
2	45	Sunday, November 22, 1998	
Description			

CLINID	Product/Part #	Product type	UM Type
1100AA	sdfsdf	NSN	BT
Quantity	UnitPrice	Ship Date	
5	100	Sunday, November 22, 1998	
Description			

CLINID	Product/Part #	Product type	UM Type
2034	1234567890987	NSN	CS
Quantity	UnitPrice	Ship Date	
1	610	Friday, November 21, 1997	
Description			
PRODUCT #3			

[Go Back](#)

* To print a copy of this invoice, click 'File' on the menu bar and select 'Print'.

Document: Done

Figure 12. SAMMS Submitted Commercial Invoice Details Screen

The Go Back Button

Go Back

The **Go Back** button directs you to the **SAMMS Submitted Commercial Invoices List Screen** (Section 11).

Note: To print a copy of the SAMMS Commercial Invoice, click **“File”** on the Internet browser menu bar and select **“Print.”** Select the **“File Menu,”** then the **“Print Sub-menu,”** then click **“OK”**.

13. SAMMS VIEW/MODIFY COMMERCIAL INVOICES HEADER SCREEN

The **SAMMS View/Modify Commercial Invoice Header Screen** is used to view or modify general and summary information concerning a particular invoice.

Figure 13 depicts the **SAMMS View/Modify Commercial Invoice Header Screen**.

SAMMS Invoice Entry System - Invoice Header

Invoice Header

CONTRACT NO.	SP010099D6673	CALL/DELIVERY NO.	77T5
INVOICE NO	98S-2455	CAGE CODE	0X0X0
SHIP NUMBER	SAM004	FINAL SHIPMENT	YES
TOTAL \$ *	1250.00	TRANSPORT \$	50.00

(*Include Transport \$)

ADMIN OFFICE CODE SC0100

PAYING OFFICE (DSCP Clothing/Textile) DFAS-CO-LSCBA (SEPT)SC0100

DISCOUNT PERCENT	DISCOUNT DUE DAYS
1.5	10

[Update](#) [Clear](#) [Help](#)

CLICK [HERE](#) TO CANCEL MODIFICATION OF THIS INVOICE

Figure 13. SAMMS View/Modify Commercial Invoice Header Screen

SAMMS View/Modify Commercial Invoice Header Screen Field Definitions

Table 10 lists the data dictionary for each field on the **SAMMS View/Modify Commercial Invoice Header Screen**. Mandatory fields must be completed, optional fields may be completed at your discretion, and conditional fields must only be completed if your contract requires the information; otherwise, those fields are treated as optional.

**TABLE 12. SAMMS VIEW/MODIFY COMMERCIAL INVOICE HEADER
SCREEN FIELD DEFINITIONS**

FIELD	DEFINITION	DATA SOURCE	DATA REQUIREMENT	FIELD TYPE
Contract No.	Contract Number	Contract	Mandatory	13 characters, alphanumeric (No letter “O”)
Delivery Order No.	Delivery Order Number	Contract	Conditional	4 characters, alphanumeric
Invoice No.	Invoice Number	Vendor	Mandatory	1–8 characters, alphanumeric, hyphens
CAGE Code	Contractor and Government Entity Code	DLIS	Mandatory	5 characters, alphanumeric (No letter “O”)
Ship No.	Ship number	DFAS	Optional	7 characters, alphanumeric
Final Shipment	Final Shipment Indicator	Vendor	Conditional	Select from list
Total \$	Total dollar amount of the invoice (includes line items and transportation)	Vendor	Mandatory	Numeric, up to 12 characters including decimal: xxxxxxxxxx.xx
Transport \$	Postage or Freight Charge (No EDI if > \$249.99)	Contract	Conditional	Numeric, up to 6 characters, including decimal: xxx.xx
Admin Office Code	Contract Administration Office (DPRO or DCMAO)	Contract	Mandatory	6 characters, Alphanumeric
Payment Office	DFAS Payment Office	Contract	Mandatory	Select from list
Discount Percent	Discount Percentage (If used, Discount Due Days must also be used)	Vendor	Optional	Numeric, up to 4 characters including decimal: xx.x
Discount Due Days	Discount Due Days (If used, Discount Percent must also be used)	Vendor	Optional	Numeric (Integer)

The Update, Clear, and Help Buttons

Update

The **Update** button saves changes made to the commercial invoice header information, and directs you to the **SAMMS Commercial Invoice Details Screen** (Section 12) for review or update of the invoice line item detail.

Clear

The **Clear** button clears/deletes all existing entries on the screen.

Help

The **Help** button opens the online user help message for the screen.

Click [here](#) to cancel modifications returns to the **SAMMS Submitted Commercial Invoice List Screen** (Section 11) unchanged.

APPENDIX A: WINS BATCH SUBMISSION INSTRUCTIONS

DFAS WInS currently has a batch submission capability for both the MOCAS Commercial Invoice and the Public Voucher, the SAMMS Commercial Invoice and the STARS Commercial Invoice.

Batch submission offers an alternative to the on-line manual method for entering data into the Web Invoicing System. All other features of WInS remain the same. Users desiring to create an automated batch submission file must still register for WInS (Section 4), and test with DFAS Columbus or DFAS Cleveland before approval for 'Live' invoices or vouchers may be submitted. Your batch file undergoes the same rigorous edit checks performed on manually entered data. Where a voucher or invoice fails these edit checks, an e-mail is prepared describing the error(s) and is forwarded to the Vendor Point of Contact's e-mail address in your Vendor Profile information (Section 7)

The batch submission has the potential to dramatically reduce your data input time but does require programming data from your billing system (or other source) into the specific formats for each batch type (MOCAS invoice or voucher, SAMMS invoice or STARS invoice). WInS batch process can accept mixed mode batch submissions meaning that any of the invoice or voucher types may be incorporated into the same batch submission file as long as the 'H' (Header) Record for each type is in the proper format so the WInS parser routine can segregate the invoices and vouchers prior to running the edit checks. Alternatively, you may decide to submit each invoice type in a separate batch.

For each successfully posted invoice and/or voucher submitted, your WInS View Log(s) will carry a 'Y' in the Batch Status Column and the Batch Summary button will provide a Status Table with accepted and rejected information on each batch you submit. See Section 13 (MOCAS Commercial Invoice) and Section 21 (MOCAS Public Voucher) for screen shots of the associated view logs.

Just as with initial manual entry, there are test requirements associated with the batch process. Testing is accomplished with the same DFAS Columbus or DFAS Cleveland test partners involved in your manual entry testing. Specific batch instructions:

1. File Transfer Protocol (FTP) Transmission Instructions:

- a. File Structure: File name must be ALL uppercase letters using a combination of your Contractor and Government Entity (CAGE) Code and the submit date separated by an underscore (Cage Code_Century Year Month Day):
Example: 0X0X0_20000515.file extension
- b. Submit as ASCII textfiles (.txt extension)
- c. Send no more than five invoices per test.
- d. Submit batch files via FTP to the Maxwell Air Force Base/Gunter Annex JANUS gateway: Contact the WInS System Administrators listed in Step 'e' below when you have FTP'd the file(s) so they may initiate the batch test

routine. (The production routine runs every hour but the test routine is manually activated)

Server/Host Name: janus.ssg.gunter.af.mil

Test Userid and Password:

Userid: winstest
Password: battest1

(Userid and password are case sensitive)

- e. Follow the MOCAS Commercial Invoice testing procedures identified in the WinS Startup/Test instructions (<https://ecweb.dfas.mil/notes>) for batch testing. After your DFAS-Columbus Test Partner approves you for 'Live' submission, contact the WInS System Administrators to obtain the production FTP userid and password information:

(334) 416-5845 or (334) 416-2992

- 2. Batch MOCAS Commercial Invoices, MOCAS Public Vouchers SAMMS Commercial Invoices and STARS Commercial Invoices may be submitted in separate batch transmissions **OR** included in the same batch submission as desired, if batch production approval has been given for multiple invoice types. Separate each invoice or voucher by the appropriate 'H' Record:

H00000IB: MOCAS CI
H00000VB: MOCAS PV
H00000SB: SAMMS CI
H00000RB: STARS CI

APPENDIX A-1 SAMMS COMMERCIAL INVOICE BATCH FILE FORMAT
DFAS WEB INVOICING SYSTEM (WInS)

Instructions:

Each invoice within the batch submission must have:

- One 'H' Record
- One '1' Record (Invoice Header Information)
- At least one '2' Record (Invoice Line Item Information)
- Ensure a hard carriage return follows each Record

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10/08/02

File Position	Field Requirement	Field Name	Field Size	Format	Notes
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Mandatory Segment. Line beginning with 'H' is for use by the WInS EDI translator. Each invoice in the batch must have a separate 'H' Record. This line must not be repeated within an invoice. Use hard carriage return to end the 'H' Record.

H Record					
1 - 8	Mandatory	Designates the 'H' Record	8	String (Hardcoded: 'H00000SB')	Input is H00000SB

Mandatory Segment. Line beginning with '1' is header information. Each invoice in the batch must have a separate '1' Record. This line must not be repeated within an invoice. Use hard carriage return to end the '1' Record.

1 Record					
1	Mandatory	Designates the start of Header ('1') Record	1	String (AN) (Hardcoded '1')	Input is 1
2 - 9	Mandatory	Invoice Number	8	String (AN)	Note 4 Min/Max: 1/8
10 - 17	Mandatory (Provided by WInS)	Invoice Date	8	Date (DT)	Note 6
18 - 22	Mandatory	Cage Code	5	String (AN)	Min/Max: 5/5 No Letter 'O'
23 - 35	Mandatory	Contract # (PIIN)	13	String (AN)	Min/Max: 13/13 No hyphens No Letter 'O'
36 - 39	Conditional	Call/Delivery Order # (SPIIN)	4	String (AN)	Note 2 Min/Max: 4/4
40 - 43	Optional (Must be present if Due Days present)	Discount Percent	4 (including decimal)	Real, 1 (R1)	Note 2, 3 Max is 99.9
44 - 45	Optional (Must be present if Discount % present)	Discount Due Days	2	Integer (I)	Note 2, 3
46 - 57	Mandatory	Total Dollars	12 (including Decimal)	Real, 2 (R2)	Note 3, 5
58 - 61	Conditional (Must be present if Transport \$ present)	Transportation Type	4	String (AN)	Note 2 Input is I260 if transportation \$ are provided
62 - 67	Conditional (Must be present if Transport Type present)	Transportation Dollars	6 (including decimal)	Real, 2 (R2)	Note 2, 3, 5 Max allowable is 249.99
68 - 74	Optional	Shipment Number	7	String (AN)	Note 2, 4 Min/Max: 1/7
75	Mandatory	Final Shipment Indicator	1	String (AN)	'1' = final shipment '0' = not final shipment
76 - 81	Mandatory	Paying Office	6	String (AN)	Note 7 Min/Max: 6/6
82 - 87	Mandatory	Admin Office Code	6	String (AN)	Min/Max: 6/6

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File Position	Field Requirement	Field Name	Field Size	Format	Notes
					See Contract (Administered by).
88 - 122	Optional (Provided by WInS)	Company Name	35	String (AN)	Note 6
123 - 142	Optional (Provided by WInS)	Vendor Contact Name	20	String (AN)	Note 6
143 - 152	Optional (Provided by WInS)	Vendor Contact Phone	10	String (AN)	Note 6
153 - 162	Optional (Provided by WInS)	Vendor FAX	10	String (AN)	Note 6
163 - 164	Optional (Provided by WInS)	Transaction Purpose (Original Invoice)	2	String (AN)	Note 6
165 - 166	Optional (Provided by WInS)	Transaction Type (Debit Invoice)	2	String (AN)	Note 6
Mandatory Segment. Line beginning with '2' is invoice detail information. At least one (1) iteration of the '2' Record is required per invoice. This field may be repeated within a commercial invoice. Use hard carriage return to end the '2' Record.					
2 Record					Note 5
1	Mandatory	Designates the start of Detail '2' Record	1	String (AN) (Hardcoded: '2')	Input is 2
2 - 7	Mandatory	Contract/ Line Item (CLIN), or CLIN/SLIN	6	String (AN)	Note 4 CLIN = 4 numeric; SLIN = 2 alpha (Example: 1754, or 1754GT)
8 - 32	Mandatory	Part Number (NSN or Mfgr Part Number)	25	String (AN)	Note 4 NSN = Min/Max: 13/13 Mfgr Part # = Min/Max: 1/25 If no Part #, enter 'N/A')
33 - 41	Mandatory	Quantity	9	Integer (I) (Whole numbers, no decimal)	Note 3
42 - 56	Mandatory	Unit Price	15 (including decimal)	Real, 5 (R5)	Note 3 (minimum 2 spaces past decimal, maximum 5 spaces past decimal)
57 - 136	Optional (Provide if Part # is 'N/A' in positions 8 – 32)	Product Description	80	String (AN)	Note 2, 4 Min/Max: 1/80
137 - 138	Mandatory	Unit of Measure Code	2	String (AN)	Note 4, 8
139 - 140	Mandatory	Product/Part ID Code	2	String (AN)	'FS' for National Stock Number (NSN) 'MG' for Manufacturers Part #
141 - 148	Mandatory	Shipment Date	8	Date (DT)	YYYYMMDD format

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File Position	Field Requirement	Field Name	Field Size	Format	Notes
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					(e.g., 20000201)
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- Note 1:** a) Mandatory Fields must always be provided
b) Conditional Fields must be provided if the contract requires the data
c) Optional fields may be provided, but are not required

Note 2: Conditional and Optional Fields not provided must be BLANK filled

Note 3: Numeric Fields (Real and Integer) must be right aligned, then left zero filled to meet the field size parameter (i.e. total dollars of \$35.57 would be displayed in UDF as 000000035.57 and discount due days of 5 would be displayed as 05). No negative values may be submitted.

Note 4: String (AN) Fields are left aligned and right BLANK filled to meet field size parameter

Note 5: '2' Record line item(s) \$ plus transportation \$ ('1' Record, Positions 62 – 67) must equal '1' Record Total \$ (Positions 46 – 57).

Note 6: There is no input for this field, data block must be BLANK Filled. Data is populated by the Web Invoicing System (WInS). **'1' Record. Positions 88 through 166 may be omitted from the batch submission.**

Note 7: Pay Office Codes (DoDAACs):

SAMMS PAYMENT OFFICES

SAMMS CONTRACT ISSUING ACTIVITY	SAMMS PAYMENT OFFICE ADDRESS	SAMMS PAYMENT OFFICE DoDAAC
Defense Supply Center Columbus (DSCC) -Construction	DFAS-CO-SECC *DFAS-CO-LSCAA	S33181
Defense Supply Center Columbus (DSCC) - Electronics	DFAS-CO-SECE *DFAS-CO-LSCAB	S33184
Defense Supply Center Richmond (DSCR) - General	DFAS-CO-SECG *DFAS-CO-LSCAC	S44073
Defense Supply Center Philadelphia (DSCP) - Industrial	DFAS-CO-SEPI *DFAS-CO-LSCBA	S36054
Defense Supply Center Philadelphia (DSCP) - Clothing and Textile	DFAS-CO-SEPT *DFAS-CO-LSCBA	SC0100
Defense Supply Center Philadelphia (DSCP) - Medical	DFAS-CO-SEPM *DFAS-CO-LSCBA	SC0200

***Effective October 25, 1998, DFAS-CO-S was reorganized. The new payment office names are annotated in the above table with asterisks. Vendors may see either payment office name on their contracts based upon when their contract was awarded.**

Note 8: Units of Measure (U/M): The 26 most commonly used SAMMS Units of Measure (U/M) are listed below. If your U/M is not on the list, enter the U/M code from your contract.

SAMMS Units of Measure (Top 26)

Description	Code
Assembly	AY
Board	BD
Barrel	BL
Bottle	BT
Box	BX
Cubic Feet	CF
Can	CN
Case	CS
Carton	CT
Each	EA
Feet	FT
Gallon	GL
Gross	GR
Hundred	HD
Kit	KT
Pound	LB
Outfit	OT
Pieces	PC
Pad	PD
Package	PG
Pail	PL
Pint	PT
Set	SE
Sheet	SH
Spool	SL
Yard	YD

APPENDIX B: ACRONYM LIST

ACO	Administrative Contracting Officer
ACRN	Accounting Classification Reference Number
CAPS	Computerized Automated Payment System
CLIN	Contract Line Item Number
DCMAO	Defense Contract Management Area Office
DFAS	Defense Finance and Accounting Service
DOD	Department of Defense
DODAACS	Department of Defense Activity Address Code
DPRO	Defense Plant Representative Office
DSCC	Defense Supply Center Columbus
DSCP	Defense Supply Center Philadelphia
DSCR	Defense Supply Center Richmond
ECRC	Electronic Commerce Resource Center
EDI	Electronic Data Interchange
ELIN	Engineering Line Item Number
FMS	Foreign Military Sales
FTP	File Transfer Protocol
G&A	General and Administrative
IAPS	Integrated Accounts Payable System
ISP	Internet Service Provider
MOCAS	Mechanization of Contract Administration Services
PC	Personal Computer
POC	Point of Contact
PPR	Progress Payment Request
SAMMS	Standard Automated Material Management System
SLIN	Supplemental Line Item Number
SMEs	Small-to-Medium-Sized Enterprises
STARS	Standard Accounting and Reporting System
TDA	Technology Development Activity
URL	Uniform Resource Locator

VAN	Value-Added Network
Web	World Wide Web
WInS	DFAS Web Invoicing System

